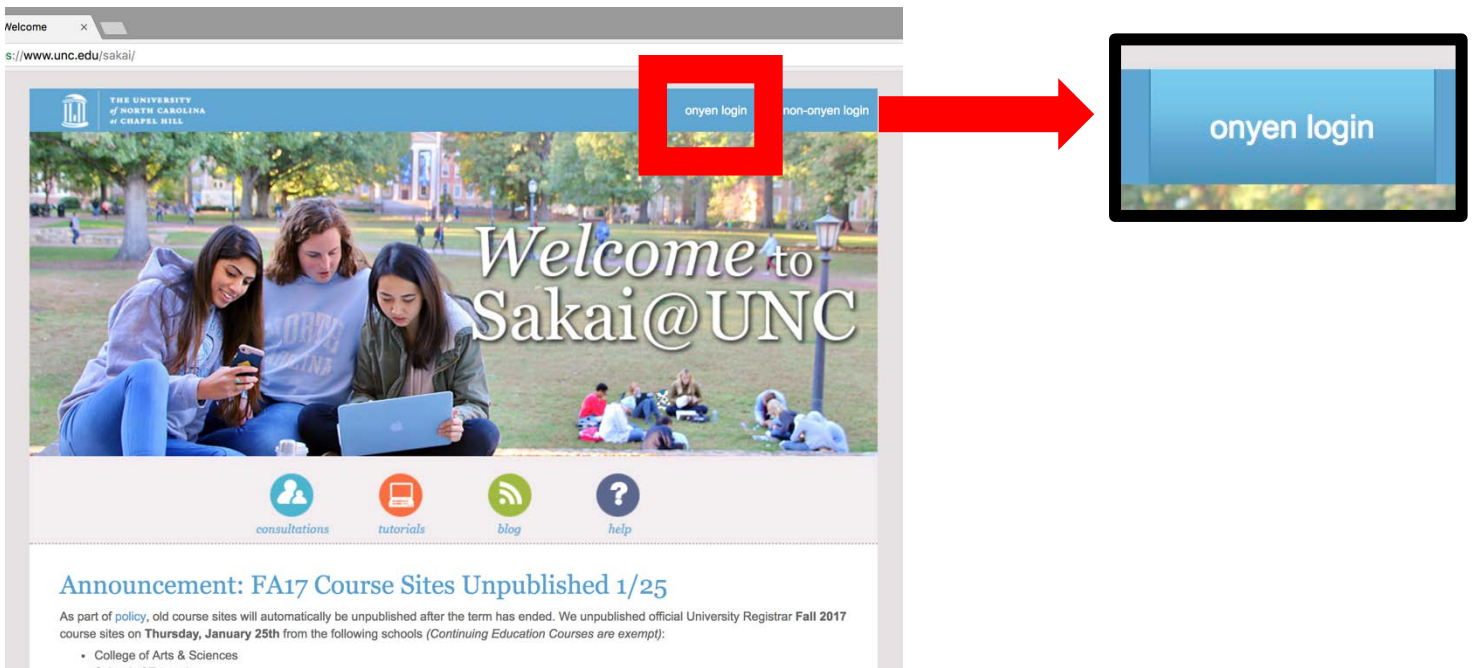![UNC Equal Opportunity and Compliance Office logo]

Instructions for Completing 2018-19 Campus Security Authority Training
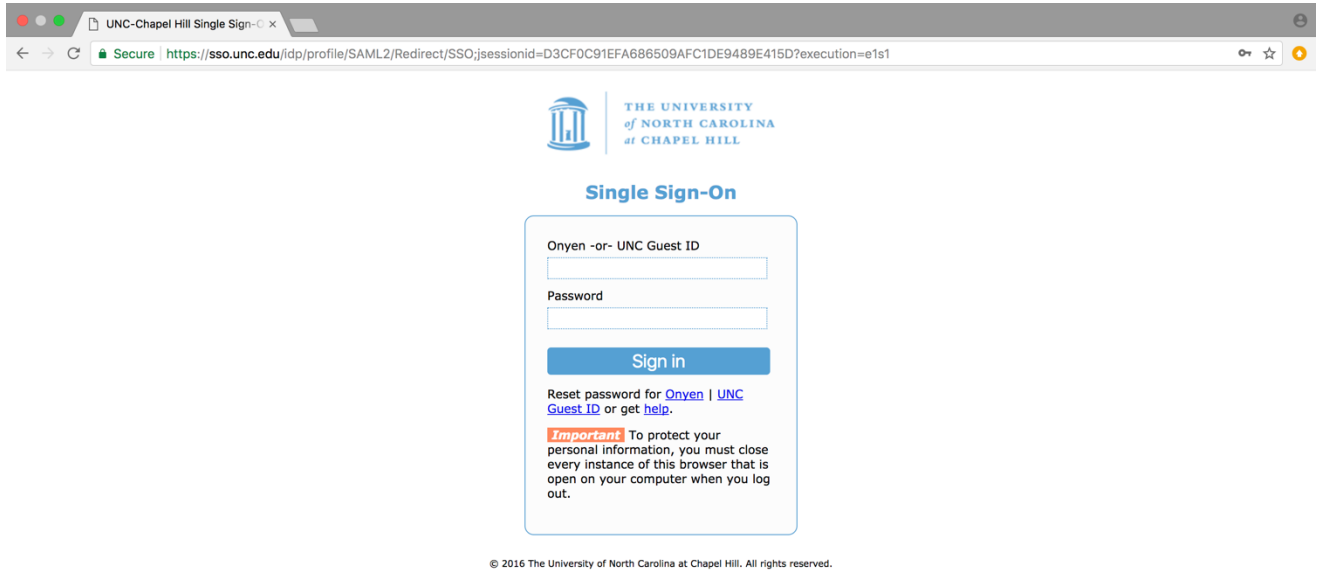
1. Go to Sakai@UNC by visiting sakai.unc.edu/welcome.

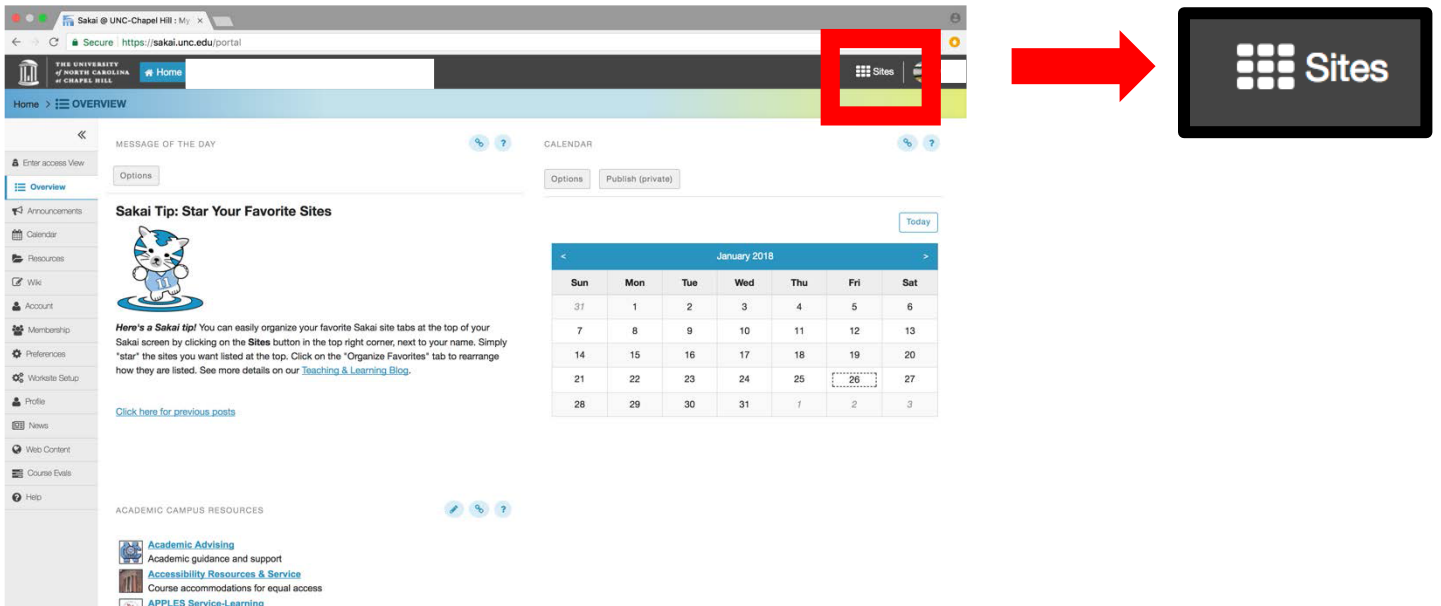2. Click on "onyen login" in the upper right corner of the web page.
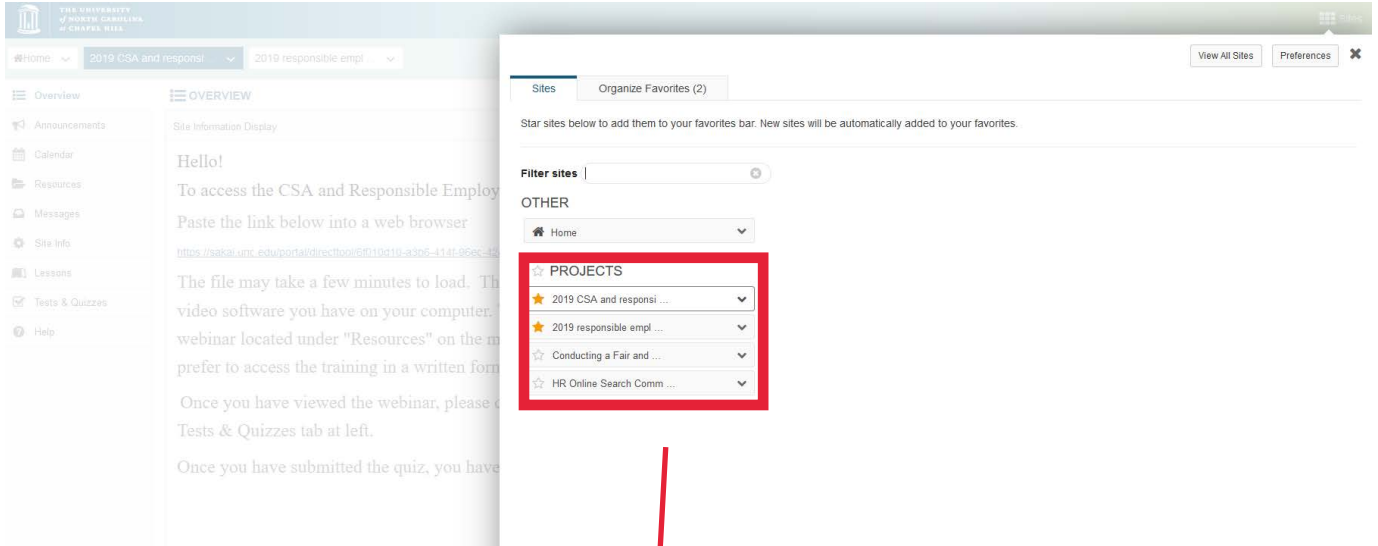
3. Log in with your ONYEN and password.

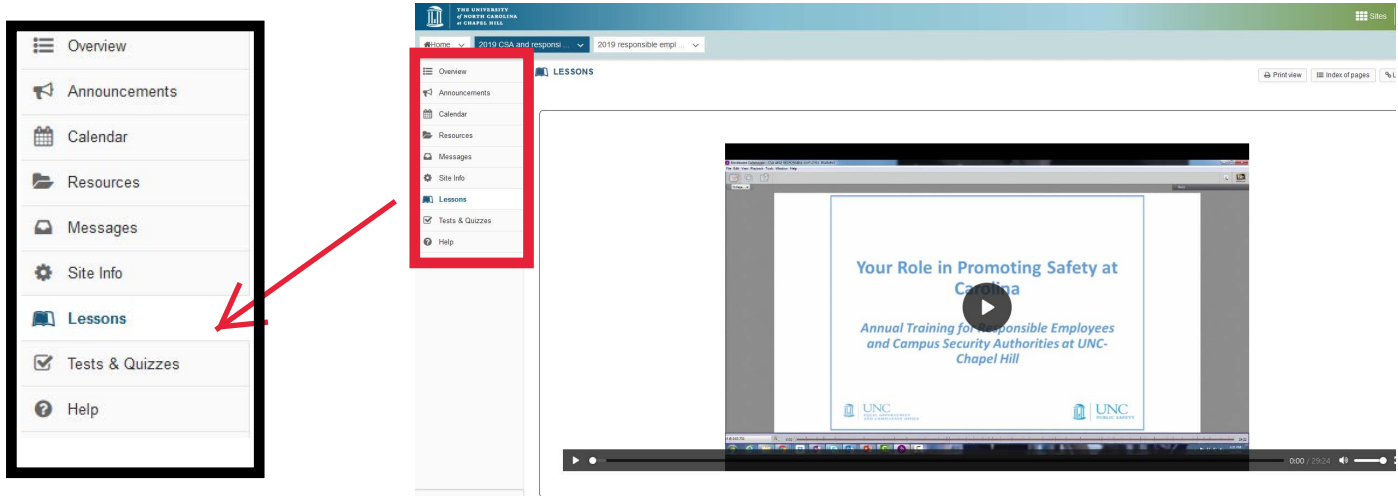4. Click on "Sites" in the upper right corner of your Sakai home page.

5. Under "Projects," select "2019 Campus Security Authority & Responsible Employee Training."
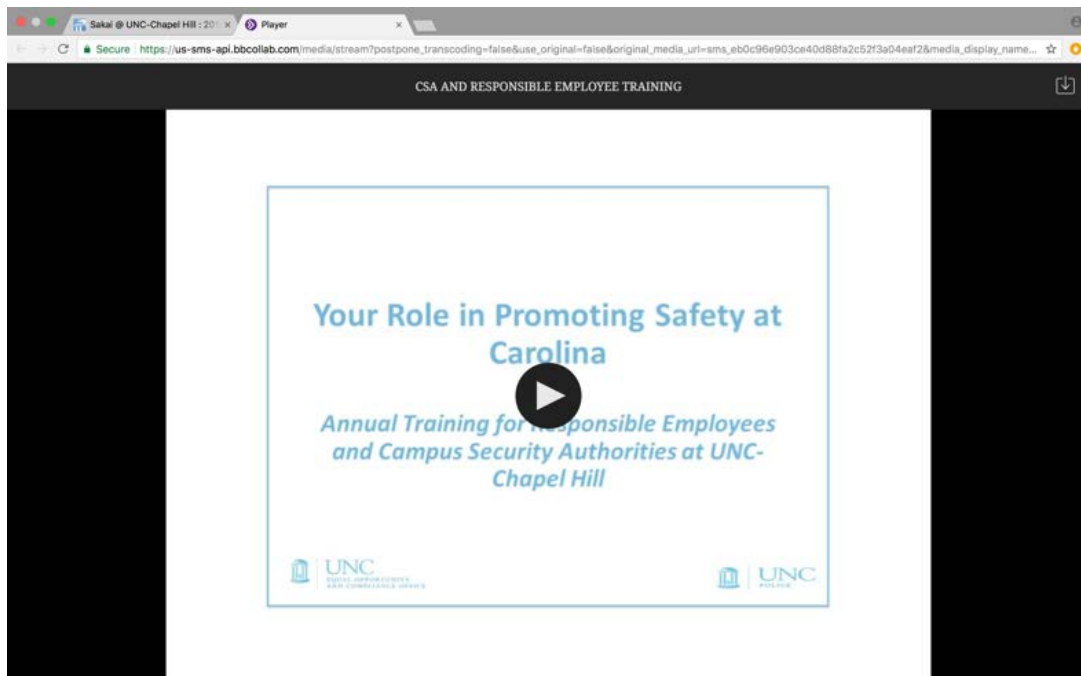
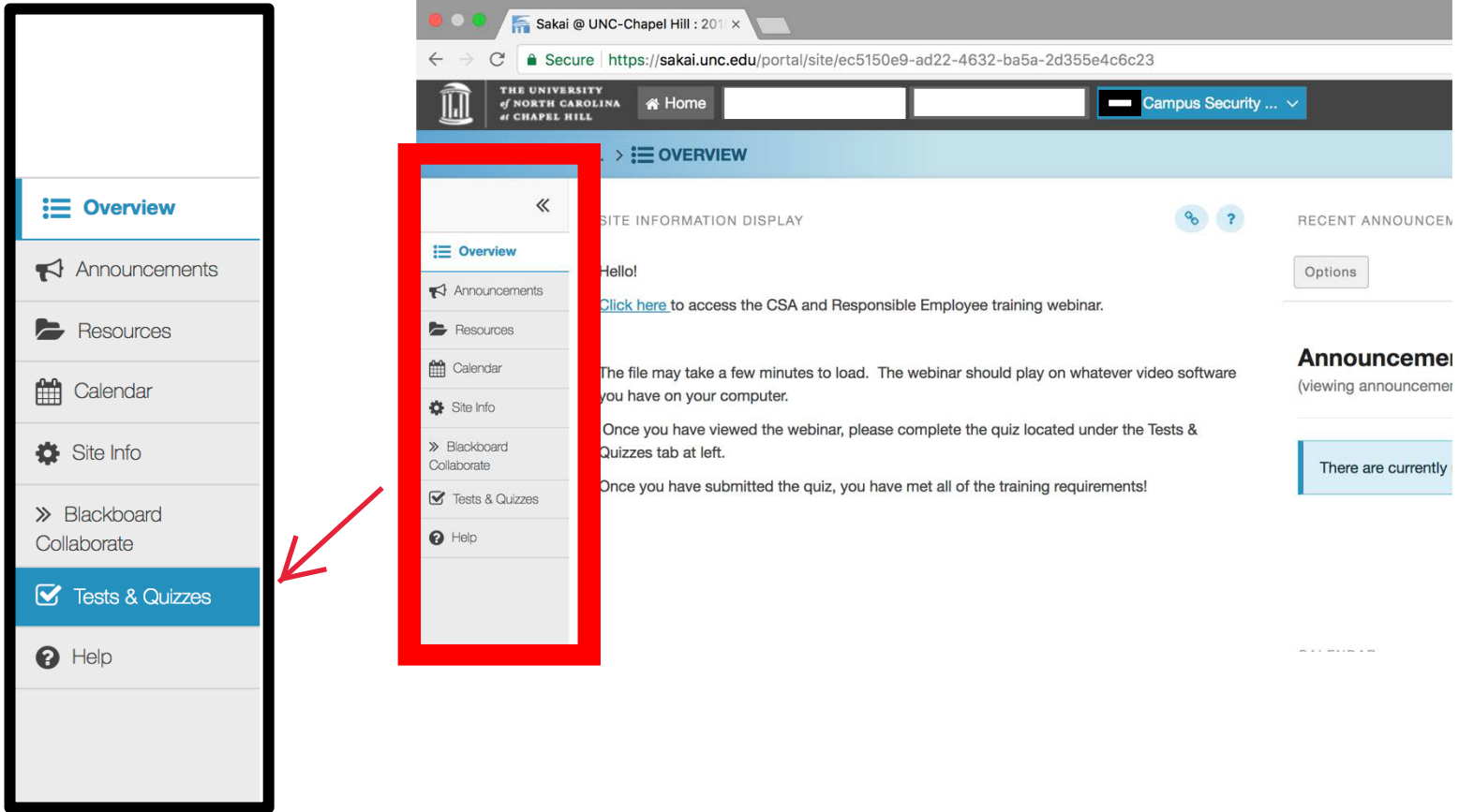6. To access the training, click on the "lessons" tab.

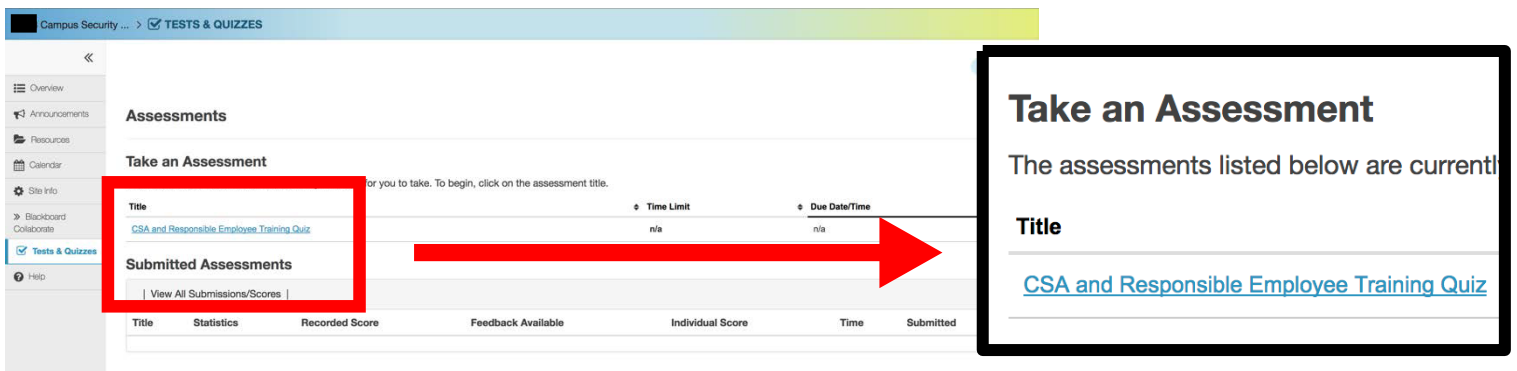7. Watch this video to complete your CSA training. A quiz will follow.

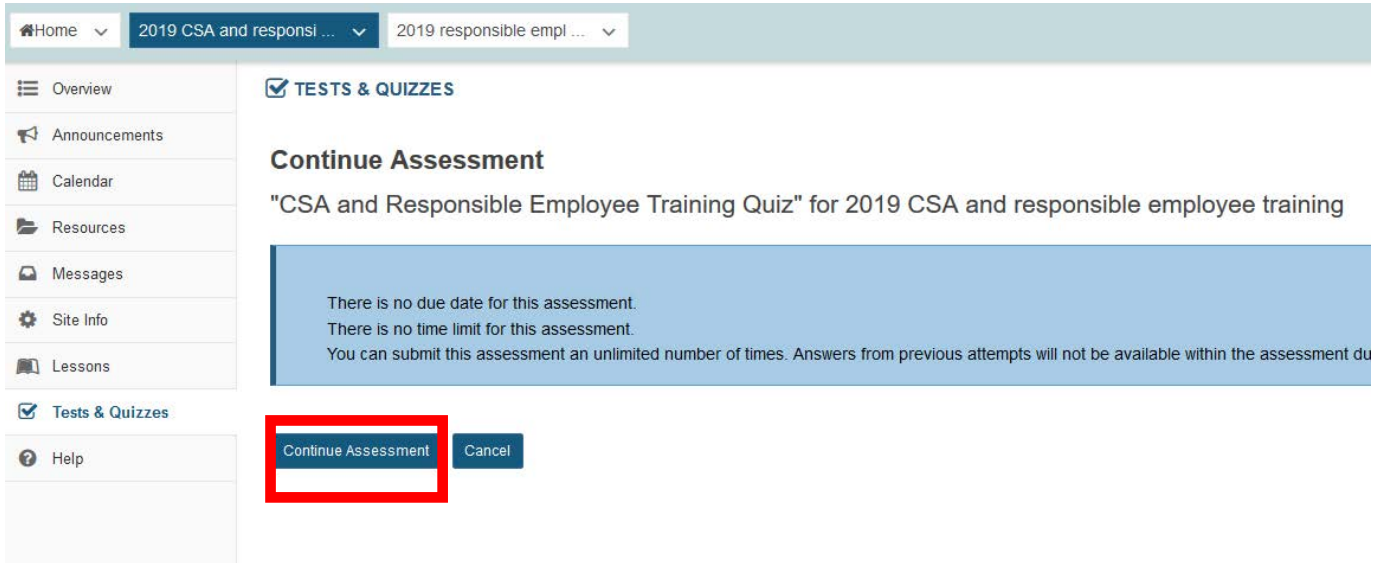**8.** To access the quiz, click on "Tests & Quizzes" in the menu on the left side of the web page.

9. Under the heading "Take an Assessment," click on "CSA and Responsible Employee Training Quiz."
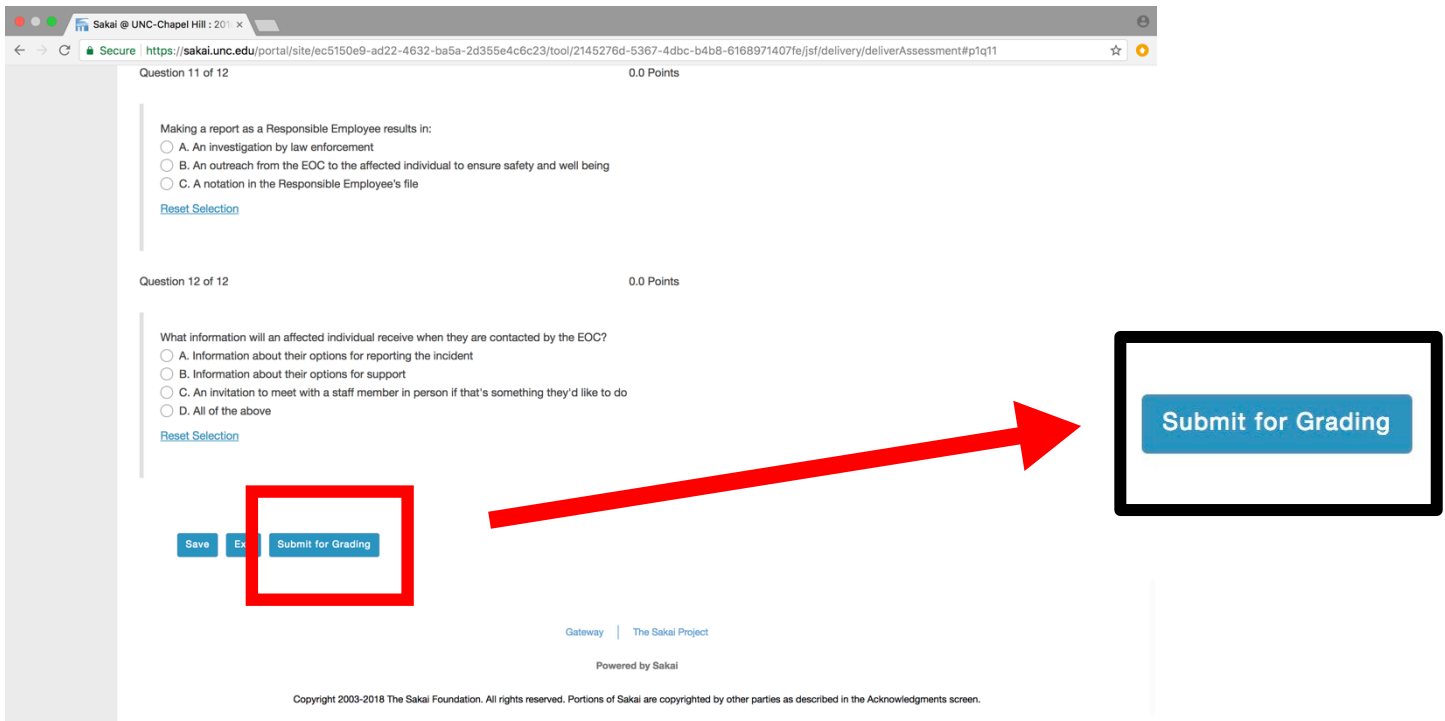
10. When you are ready to begin, click "Begin Assessment."

11. After you've answered all 12 questions, click "Submit for Grading" at the bottom of the web page.

12. Click "Submit for Grading" again.

13. Click on "Feedback" to see the correct answers to the questions.