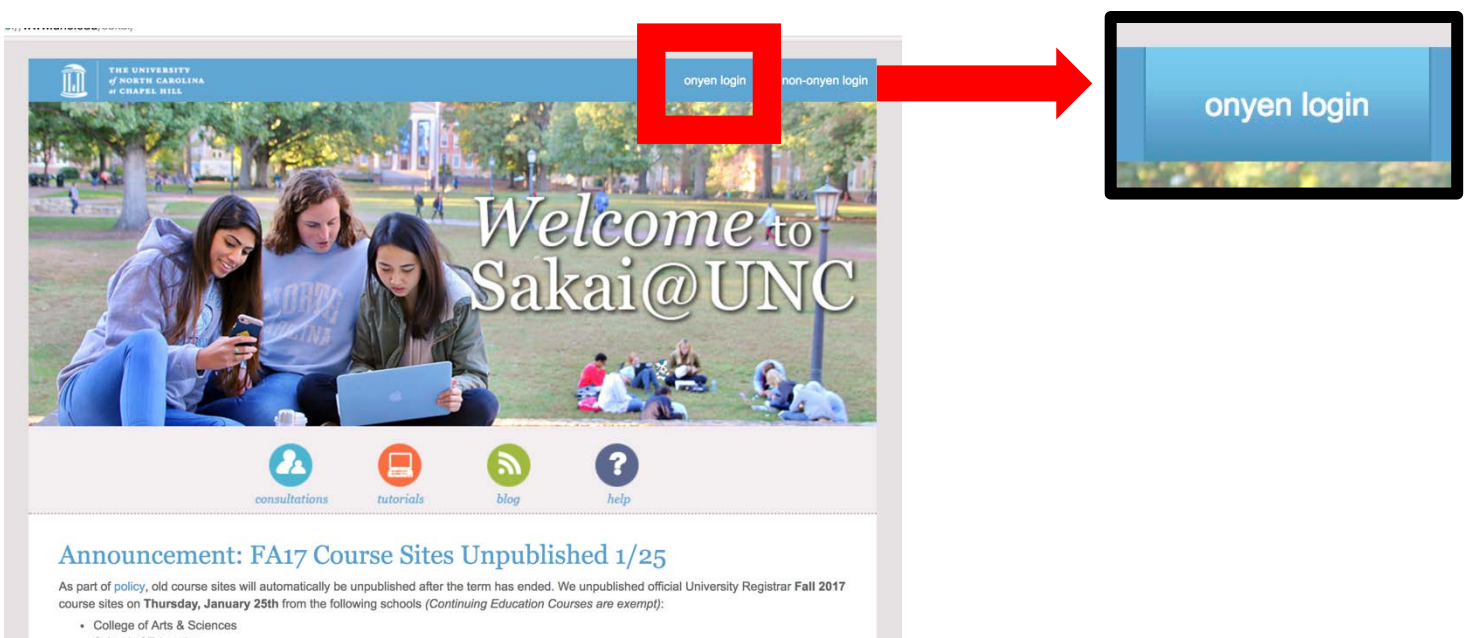# Instructions for Completing 2018-19 Responsible Employee Training

1.   Go to Sakai@UNC by visiting sakai.unc.edu/welcome
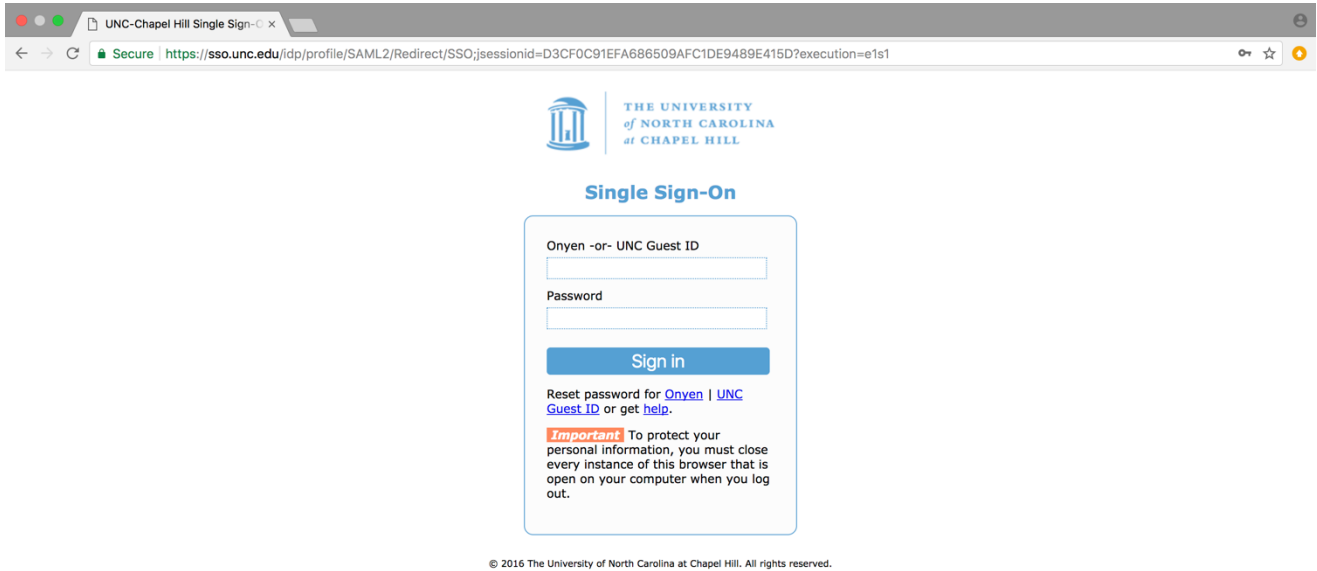

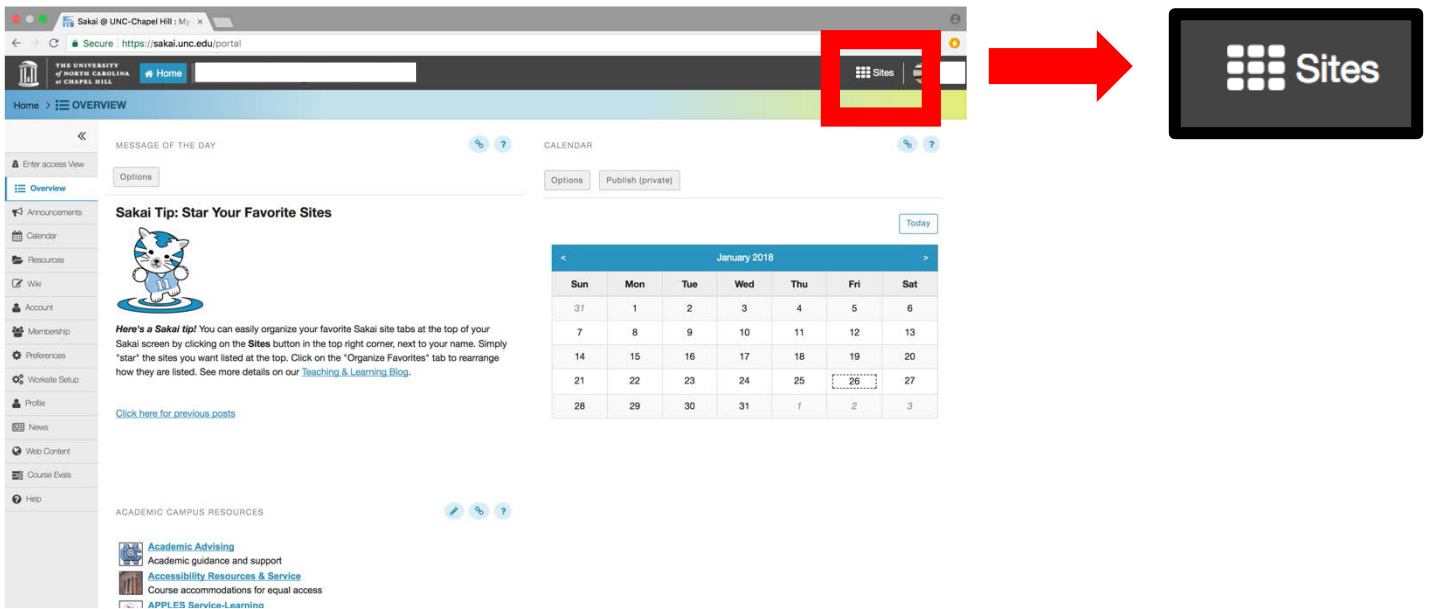2.   Click on "onyen login" in the upper right corner of the web page.

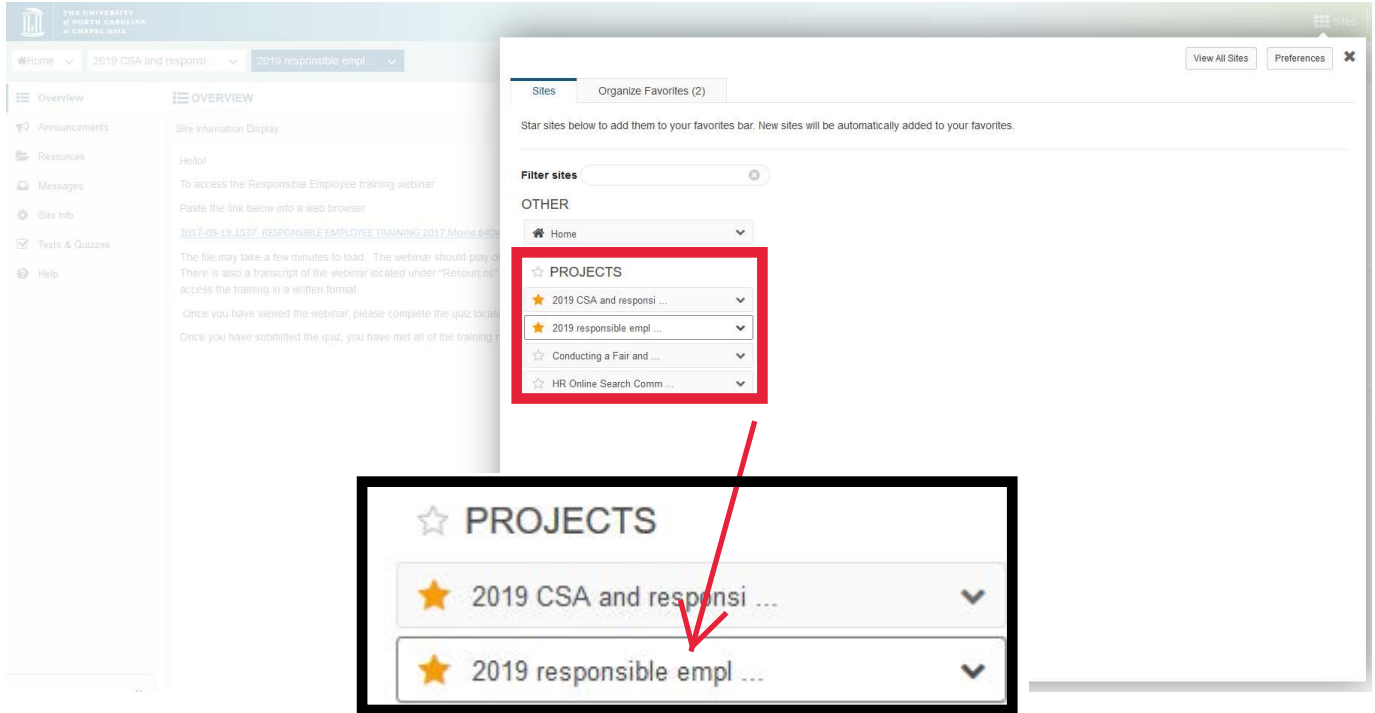3.   Log in with your ONYEN and password.

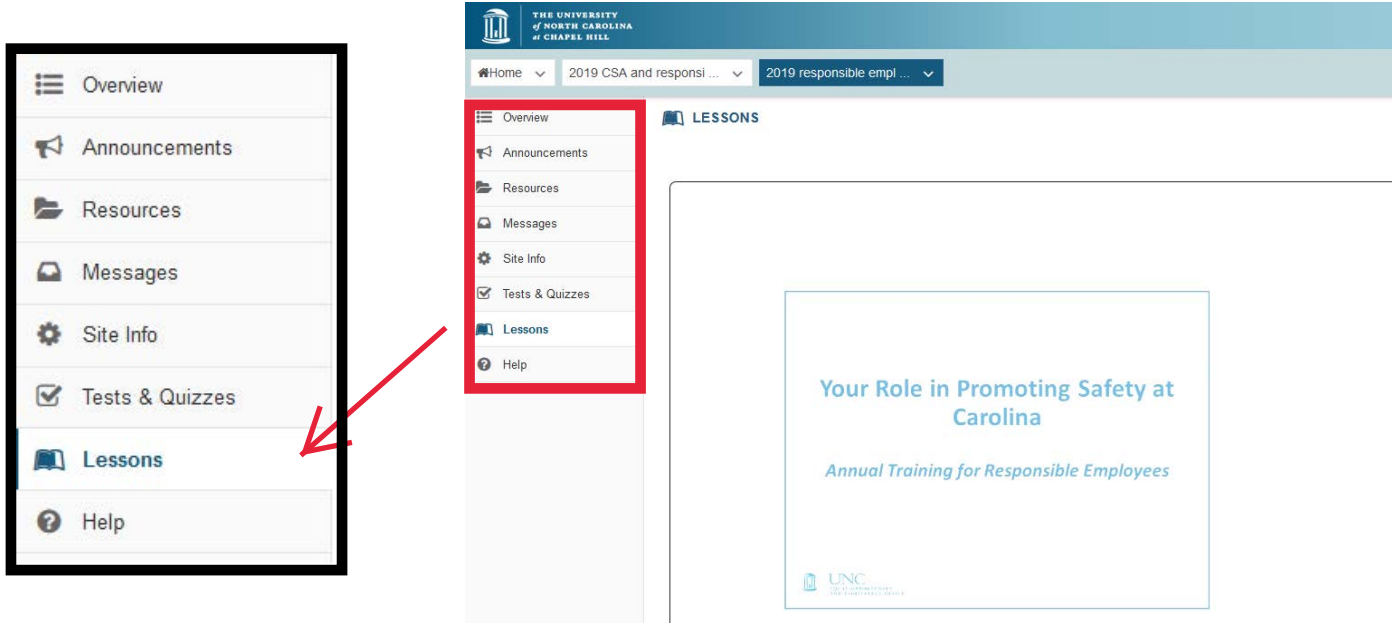4.   Click on "Sites" in the upper right corner of your Sakai home page.

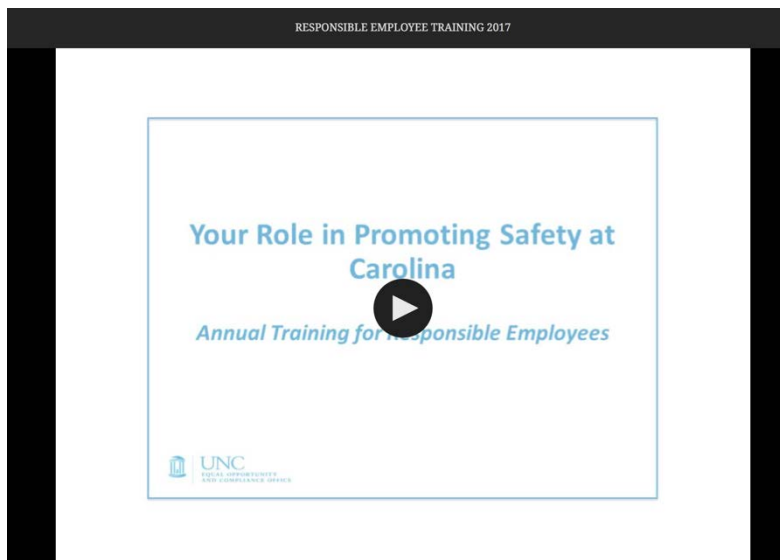5. Under "Projects," select "2019 Responsible Employee Training."

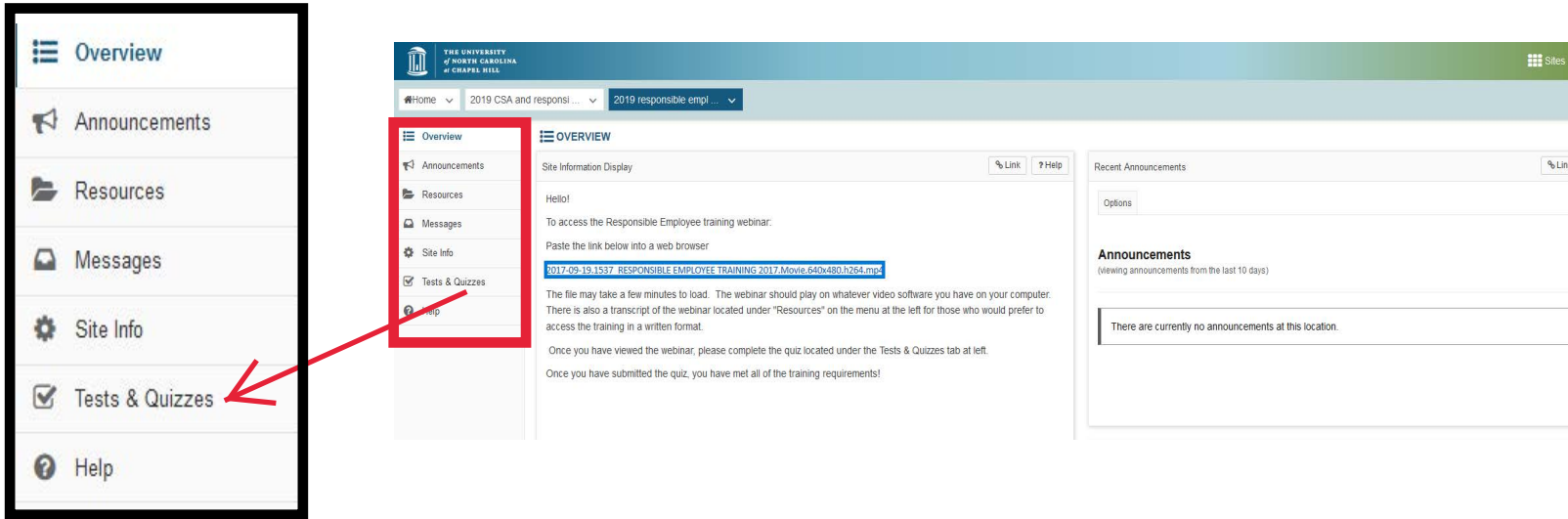6. To access the training, click on the "lessons" tab.

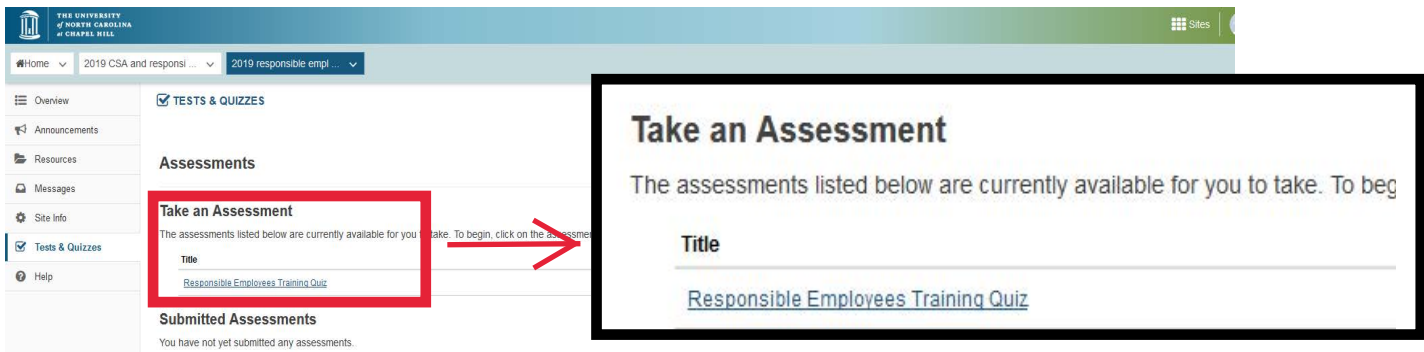7. Watch this video to complete your Responsible Employee training. A quiz will follow.

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 "Responsible Employee Training Quiz."

10. When you are ready to begin, click "Begin Assessment."

11. After you've answered all 7 questions, click "Submit for Grading" at the bottom of the web page.

12. Click "Submit for Grading" again.

13. Click "Continue."

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