Instructions for Completing 2019-20
Responsible Employee Training

1. If you accessed this training directly from the Sakai email, click on the “Overview” tab and move to Step 7.

Dear Faculty or Staff Member:

You have been designated a Responsible Employee based on your position at Carolina. Positions that are designated as Responsible Employees are identified through a joint effort between the Equal Opportunity and Compliance Office (EOC) and human resources representatives.

In the role of Responsible Employee, you are required to report certain incidents of prohibited conduct to the University:

- Responsible Employees are required by the University’s Policy on Prohibited Discrimination, Harassment and Related Misconduct and federal law to report any incidents of discrimination or harassment based on any protected status; sexual violence; interpersonal violence; and stalking to the EOC.

Reporting information about these types of conduct allows the University to meet federal requirements, as well as provide timely support and a consistent response to incidents that impact members of our campus community.

To help you understand your responsibilities as a Responsible Employee, the University has developed a Web-based training program that can be accessed from https://sakai.unc.edu/welcome/ using your ONYEN and password. More information about how to access the training is available here. This training is required annually for all Responsible Employees.

We ask that you complete the training no later than Tuesday, March 31, 2020.

If you have questions, would like to complete the training in person, or would like to arrange an in-person training session for Responsible Employees in your department/unit, contact the EOC at oae.conf@unc.edu or (919) 962-3356. If you have questions about how to respond to students or fellow employees who disclose reportable conduct to you, that will be covered in detail in the EOC’s forthcoming Harassment and Discrimination Prevention online training module, which will be sent to all employees. The Title IX portion of the training module includes an interactive exercise to help prepare you for how to respond to a disclosure.[6]

For more information about the University’s Policy on Prohibited Discrimination, Harassment and Related Misconduct, related federal law, and requirements for the University to identify and train Responsible Employees, visit eoc.unc.edu/responsibleemployee.

Thank you for completing the training and for partnering with us to help keep our Carolina community safe and welcoming for all.

Sincerely,

Brandon Washington
Interim Associate Vice Chancellor

Adrienne Allison
Equal Opportunity & Compliance Officer
2. If you prefer not to access the training directly from the Sakai email, go to Sakai@UNC by visiting sakai.unc.edu/welcome

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

5. Click on “Sites” in the upper right corner of your Sakai home page.
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.