

To: all faculty, staff and student employees
Re: Important documentation for you to complete

Each year all employees are asked to review and acknowledge the Southeastern Louisiana University Violence in the Workplace Policy. Distribution of this policy is required by the Louisiana State Office of Risk Management and is reviewed annually as part of the University's Risk Management Audit.

The review and acknowledgement process is available online through the University's Blackboard Course System. All faculty, staff and student employees have been enrolled in a short course in Blackboard called 301003, Southeastern Louisiana University Violence in the Workplace Policy, HR, sections 01, 02, 03 or 04. Employees will be able to meet the requirements of the state law by reading the policy and signing off on it online.

***BEFORE ACCESSING THE BLACKBOARD PROGRAM, PLEASE CHECK TO MAKE SURE THAT BLACKBOARD HAS BEEN ADDED TO YOUR TRUSTED SITES.** Additionally, if you have INTERNET EXPLORER 8, when asked if you want to view webpage content that was delivered securely, **YOU MUST SELECT "NO."** If you have any questions on how to accomplish these items, please call extension 5771. Following these tips in advance will enhance and facilitate your Blackboard program experience.

STEP BY STEP INSTRUCTIONS:

1. Click on the Blackboard link located on the bottom of the Southeastern Home Page.



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2. On the left side of the page, enter your user name (W#, including the W) and your email password. Click Login.
3. In the right panel, under "**Courses in which you are enrolled**", click on the course title 301003, Southeastern Louisiana Violence in the Workplace Policy, HR. For example, the number 04 represents the section in which you are enrolled

Example: [301003 04: SLU Violence in the Workplace Policy, HR sec04](#)

5. On the left side of the page is a list of topics: Announcements, Welcome, Contacts, Violence Policy and Violence Policy Acknowledgement

[Announcements](#)

[Welcome](#)

[Contacts](#)

[Violence Policy](#)

[Violence Policy Acknowledgement](#)

6. Click on each topic to read the content. When you have completed reading that section you may hit the back button and click on the next topic.

7. On the Violence Policy page, please click on the underlined topics in order to view the policies. After viewing each policy, you may re-click on the topic title “Violence Policy” at the top of your screen to access the remaining policies. (When asked if you want to display the nonsecure items, click Yes.)

Example:

[Violence in the Workplace Policy](#)

Please click on the link above to read this policy and then complete the acknowledgement process which follows. Acknowledgement of this policy is REQUIRED by the Louisiana Office of Risk Management. Thank you.

8. On the Violence Policy Acknowledgement page click on the underlined words: Violence in the Workplace Policy Acknowledgement. Then, click Begin at the top.
9. There is a box below Question 1 available for you to type in the word **Yes** to indicate that you have completed the acknowledgement process. Type in Yes and click the Save and Submit button in the far top right.

Question 1 Fill in the Blank

I have read, understand, and agree to the terms and conditions of the Violence in the Workplace Policy.



10. Click OK to confirm your assessment submission. Once you have submitted your response, you will have completed the requirement. Click on the logout icon at the top of the screen to exit the system.

All employees are asked to complete this process NO LATER THAN November 22, 2010. If you need assistance or have any questions please call Jan Ortego at extension 5771. Thank you for your cooperation in completing this important compliance requirement.

Sincerely,

Jessie R. Roberts
Human Resources Director