

**University of New Hampshire**  
**Discriminatory Harassment Prevention Web-based Training**

**Frequently Asked Questions**

**1. Why am I expected to take these course(s)?**

The University System of New Hampshire is providing Faculty and Staff this interactive training program from *Workplace Answers*\* because education is the most effective way to provide a harassment-free working and learning environment. USNH does not tolerate unlawful discriminatory harassment including sexual harassment.

**2. I deleted my e-mail and/or can't find the registration e-mail with the link. How do I access my course?**

Contact your campus Human Resources (HR) training administrator:

UNH Durham: Chris VanHorn, [chris.vanhorn@unh.edu](mailto:chris.vanhorn@unh.edu) 862-0519

UNH Manchester: Stacey Silva, [stacey.silva@unh.edu](mailto:stacey.silva@unh.edu) 641-4166

**3. After I have completed the course(s) will I be able to review or print the information?**

Yes, this is an on-going resource for you. You may click the link that was sent to you with your registration email and regain access to your course(s). Use the left and right arrows to navigate the content. You will be able to review your responses and print the information.

**4. Am I being graded or scored on the questions asked in the course(s)?**

No, the objective of this training is to increase your awareness of the legal and policy issues related to this topic, so your responses are not being graded or scored.

**5. Who will know if I have completed the course(s) or not?**

HR and Affirmative Action and Equity Office (AA&EO) will know who has completed the training and you will continue to receive email reminders from *Workplace Answers* until you have completed your course(s).

**6. Will anyone be able to see my responses?**

No.

**7. What are the courses being offered and who takes which course?**

Faculty will take the *Unlawful Harassment Prevention–Faculty* version; Staff will take the *Unlawful Harassment Prevention-Staff* version. In addition, all Faculty and Staff in supervisory roles will take the *Unlawful Harassment Supervisor Supplement*.

**8. Why do I have to take two courses and my colleague only has to take one?**

All Faculty and Staff take a foundation course, either *Unlawful Harassment Prevention–Staff* or *Unlawful Harassment Prevention-Faculty*. Supervisors take an additional course called *Unlawful Harassment Supervisor Supplement*.

**9. May I make suggestions for content changes?**

No, this is a commercial product and further modifications are not available.

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**10. If I have more questions about discrimination or harassment whom do I contact?**

Contact the Affirmative Action and Equity Office at 862-2930 V/TTY.

**11. If I am experiencing technical difficulties, whom do I contact?**

If you are unable to connect to the training, contact your campus HR training administrator:

UNH Durham - Chris VanHorn, [chris.vanhorn@unh.edu](mailto:chris.vanhorn@unh.edu) 862-0519

UNH Manchester - Stacey Silva, [stacey.silva@unh.edu](mailto:stacey.silva@unh.edu) 641-4166.

If you are in the training and having difficulty navigating or are unable to view the content, please e-mail [clientservices@workplaceanswers.com](mailto:clientservices@workplaceanswers.com).

**12. How long do I have to complete the course(s)?**

You are asked to complete the course(s) within 30 days of receipt of your registration e-mail.

**13. How long will it take to complete my course(s)?**

It takes approximately 1½ hours to complete the faculty and staff foundation courses. The supervisor supplement will take an additional 45 minutes.

**14. Will I receive reminders about completing the course(s)?**

Yes, periodic e-mail reminders will be sent to you by *Workplace Answers* until you have completed the course(s).

**15. What happens if I can't complete the course in one sitting?**

It is not required that you complete the course in one sitting. You can start and stop the training as many times as you like, and you will be brought back to the place where you previously left off.

**16. May I print out my certificate upon completion of the program, and do I need to mail a copy to HR or AA&EO?**

Yes, you can print a copy of the certificate. No, it does not need to be submitted to HR or AA&EO.

**17. If I have experienced discrimination or harassment whom do I contact for assistance?**

Contact Donna Marie Sorrentino, Director, Affirmative Action and Equity Office at 862-2930 V/TTY immediately.

\**Workplace Answers* is the vendor that developed the curriculum and hosts the web-site for the on-line training.