Overview
This guide provides a step-by-step process for accessing the Preventing Workplace Harassment learning program. The program is required for all new faculty and staff members at Carnegie Mellon University. If you have questions about the program or encounter issues accessing, contact professionaldevelopment@andrew.cmu.edu.

To Access Preventing Workplace Harassment

1. Click on the URL below or copy and paste into a web browser.
   https://focusu.skillport.com/skillportfe/custom/login/focusu/login.action

   For digital accessibility, use the following URL:
   https://focusu.skillport.com/skillportfe/custom/login/focusu/login.action?x508=1

2. On the login screen, type your Andrew ID and password and click Login.

   ![Login Screen]

   Note: If you have already logged into a Carnegie Mellon University application using your Andrew ID and password, your computer may not require you to login and will skip to step 3.

3. After you sign in using your Andrew ID and password, a loading screen will appear as seen below. Initially, the application homepage may take a moment to load.

   ![Loading Screen]

   If several minutes pass and the homepage does not appear, use one of the following options:
   - Use the browser check to assess if your computer meets the minimum operating requirements for FocusU. If updates are required, please update.
• Contact your local IT support for assistance, or the Computing Services Help Center at it-help@andrew.cmu.edu.

4. Once you have successfully logged in, the Skillsoft home page will appear. To access the Preventing Workplace Harassment training program, click View Learning Portfolio.

5. After clicking View Learning Portfolio, the Assigned Learning page appears with the Preventing Workplace Harassment learning program listed. If the program is not listed, please contact professionaldevelopment@andrew.cmu.edu. Click Details to view details and begin the program.

6. After clicking Details, you can view a program overview as well as program objectives. There are four requirements that must be completed in order to complete the program. To view the requirements of the program, scroll to the bottom of the page.
Note: The Status bubble will contain the symbol. You can use the Status symbol to monitor your progress in the program and for each requirement. The status bubble can contain one of the following values:

- = Complete
- = In Progress
- = Not Started

7. Near the bottom of the Details page, click Expand All to view all requirements. Requirements are organized into three sets; University Policy and Statement of Assurance, Preventing Workplace Harassment Online Course, and Reporting Resources. The four requirements that you must complete are:

- Review the Policy Against Sexual Harassment and Sexual Assault
- Review the Statement of Assurance
- Complete the Preventing Workplace Harassment course
- Review the Reporting Resources
8. To view instructions and details for a requirement, click Details.

9. The overview section provides details and completion requirements. Click Launch to begin a requirement.
10. All requirements will launch in a new window. If your web browser is configured to block pop-ups, ensure that you enable pop-ups, if prompted.

11. To navigate back to FocusU from the new window, click on the FocusU tab or window.

12. After completing a requirement, you can confirm your completion by viewing the status bubble. When completed, the status bubble will contain following value:

   Status = Complete

   [Image: Status bubble with 'Complete' status]

   **Note:** If you have completed the requirement but the complete Status symbol is not displayed, try refreshing the page.

13. After you have completed a requirement, use the Back navigation to return to the program overview page. Once all 4 requirements have been completed, the Preventing Workplace Harassment learning program is complete. You can confirm your completion by viewing the Status bubble.