

United Educator's (UE), the liability insurance company for Chapman University, offers a variety of highly informative topics in an online training format. If you have been asked to take, or registered on a mandatory basis for one or more of these courses, or would like to do so by your own interest, you can follow the below instructions to enroll in those courses of interest. Below you will find a listing of current courses. This is frequently updated, so we encourage you to register and check-in periodically to identify courses of interest.

Follow these instructions to enroll in UE's online courses:

1. Go to <https://www.edurisklearning.org>
2. First-time users should select the option to Register Now on the right side of the screen.
 - a. Create a username and provide information for a user profile.
 - b. **Please contact Chapman University Risk Management by email to risk@chapman.edu or by phone 714-532-7794 if you are unsure of your role for any particular course. UE provides different course versions for "faculty," "staff," "student," and "supervisor."**
 - c. Select the department and position that is most applicable to you
 - d. Enter this institution registration code: **0524-UN37-XY12.**
 - e. After clicking Register, you should receive an email with a temporary password
 - f. Follow the link in the email to sign on.
 - g. You will be prompted to enter a new password.
3. For more detailed instructions on the registration process see below
4. For more information on viewing courses please view this brief tutorial:
https://www.ue.org/files/Ue_web_files/kenexaM2/story.html
5. If you have any issues with the course please feel free to contact the 24hr help desk.
 - a. Email: uehelpdesk@perceptis.com
 - b. Phone: 301.830.4587
 - c. Chat: <https://chat.perceptis.com/c/ue>


Allan F. Brooks, M.A., CPCU, ARM
Director, Risk Management
Chapman University

Available Courses as of January, 2014

Protecting Children from Sexual Misconduct

Prevent sexual abuse and inappropriate behavior by educators and other adults.

Short-Term International Programs

Preparing and planning for short foreign trips with students.

Teaching Science Safely

Learn how administrators and instructors can protect students and others from harm in science labs and classrooms.

Workplace Harassment Prevention

Recognize harassment and retaliation.
Take appropriate action.

Student Threat Assessment Teams

Establish an effective team to report, document, and intervene with troubled students.

Driver Safety

Prepare, mitigate risks, and exercise good driving habits.

Crisis Response Planning

Covers best practices for dealing with crises at your institution.

Contracting and Risk Allocation

Promote good contracting practices.
Use indemnification and insurance.

DETAILED INSTRUCTIONS IF NEEDED BY NEW USERS

Follow these instructions to enroll in UE's online courses:

1. Go to <https://www.uecampussolutions.org/>
2. First-time users should select the option to Register Now on the right side of the screen.
 - a. Create a username and provide information for a user profile.
 - b. Be sure to enter a valid email address & correct role at your institution ***Please contact your training administrator if you are unsure of your role.**
 - c. Select the department and position that is most applicable to you
 - d. Enter this institution registration code: **0524-UN37-XY12.**
 - e. After clicking Register, you should receive an email with a temporary password
 - f. Follow the link in the email to sign on.
 - g. You will be prompted to enter a new password.
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System Requirements

Hardware Requirements

The hardware requirements for learners accessing courses are as follows:

- 1024 x 768 resolution (or higher)
- 256K Internet connection (or higher)
- Sound card and speakers (if required by the content)

Compatible Browsers

Browser	Windows: XP	Windows: WIN 7	Windows 8*	Windows 8**	MAC: OSX
IE 8.x	X	X	X		
IE 9.x		X			
IE 10		X	X		
FireFox 15	X	X			X
Google Chrome 24	X	X			X
Safari 5.x	X	X			X


Note: IE 11 is not supported by this system.

- Windows 8* → Standard Browser Window
- Windows 8** → Metro-style with touch-screen support

Other

- Disable pop-up blocker
- The latest version of Adobe Flash Player (http://www.adobe.com/go/EN_US-H-GET-FLASH)
- And Adobe Reader for the PDF resources (http://www.adobe.com/go/EN_US-H-GET-READER)

1) Visit <https://uecampussolutions.org>. Click on “Register Now”



Already a Member?

User Name

Password

☐ Keep me logged in

[Forgot your login name?](#)

[Forgot your password?](#)

Is this your first time here?

Hi! For full access to learning programs you'll need to take a minute to create a new account for yourself on this web site.

How to register for our site:

- Fill out the Registration form with your details, including the institution code you were given.
- Select the learning program you want to participate in.
- You can now access the full learning program. From now on you will only need to enter your personal user name and password (in the form on this page) to log in and access any learning program you are enrolled in.

For help with login:
Please call: 301-830-4587 or Chat or Email

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[Contact Support](#)

- 2) Fill out the registration form. Your username may not contain any spaces. Be sure to complete all required fields.



Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

* = required field 

* User name:

* First name:

* Last name:

* Email:

* Department:

* Describe your position:

* Role:

* Institution Code:

Employee ID:


Student ID:

Other:

Optional field – for your institution:

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3) "Department" drop-down options:



EduRisk™ Solutions
Learning Resources

Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

* = required field

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* First name:

* Last name:

* Email:

* Department:

* Describe your position:

* Role:

* Institution Code:


Employee ID:

Student ID:

Other:

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4) "Describe your position" drop-down options:

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Learning Resources

Registration

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* = required field

* User name:

* First name:

* Last name:

* Email:

* Department:

* Describe your position:

* Role:

* Institution Code:

Employee ID:


Student ID:

Other:

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5) "Role" drop-down options:

**Please note that the role you select determines the learning programs available.*



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Registration

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* = required field

* User name:

* First name:

* Last name:

* Email:

* Department:

* Describe your position:

* Role:

* Institution Code:

Employee ID:


Student ID:

Other:

Optional field – for your institution:

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6) Note three additional and optional fields: “Employee ID”, “Student ID” and “Other”:

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Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

* = required field

* User name:

* First name:

* Last name:

* Email:

* Department:

Academic Affairs

* Describe your position:

Adjunct/Part-Time Faculty

* Role:

Staff

* Institution Code:

Employee ID:

Student ID:

Other:

Optional field – for your institution:

Register


Cancel

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- 7) Once all of the registration fields have been filled-out, hit the “Register” button at the bottom of the page. You will see the screen below, and will then be emailed a temporary password



- 8) Follow the link in the email to sign on with your username and the temporary password. You will be asked to create a permanent password. If you experience any difficulties with registering, please contact United Educators' web support at uehelpdesk@perceptis.com.



Your Login Info

Dec 17, 2013

Hello Example Registration,

Welcome to Campus Solutions. Please find your login information below.

Login Name:	exampleregistration
Password:	ZVXB5aBR

Please note that your password is case sensitive. That means GR33N is different than gr33n and Gr33n. You will be asked to select a new password the first time you log in.

To login, please [click here](#).

Have any questions or need assistance? Please contact the [Site Administrator](#).

Sincerely,
[Campus Solutions](#)

- 9) Please note that your new password must be at least 8 characters long, not contain any spaces, and contain at least one letter, one number, and one special character.

Change Password

You can change your password below. Passwords should be at least 8 characters long, not contain any spaces, and contain each of the following: letters; digits; and special characters such as !@#\$%^&*()-_+=[]:;<>,.?

New Password:

Confirm New Password:

10) Moving forward, to log into EduRisk Solutions, simply visit the webpage: <https://uecampussolutions.org> and log in with your username and permanent password.

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Already a Member?

User Name

Password

☐ Keep me logged in

[Forgot your login name?](#)

[Forgot your password?](#)

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- Select the learning program you want to participate in.
- You can now access the full learning program. From now on you will only need to enter your personal user name and password (in the form on this page) to log in and access any learning program you are enrolled in.

For help with login:
Please call: 301-830-4587 or [Chat](#) or [Email](#)