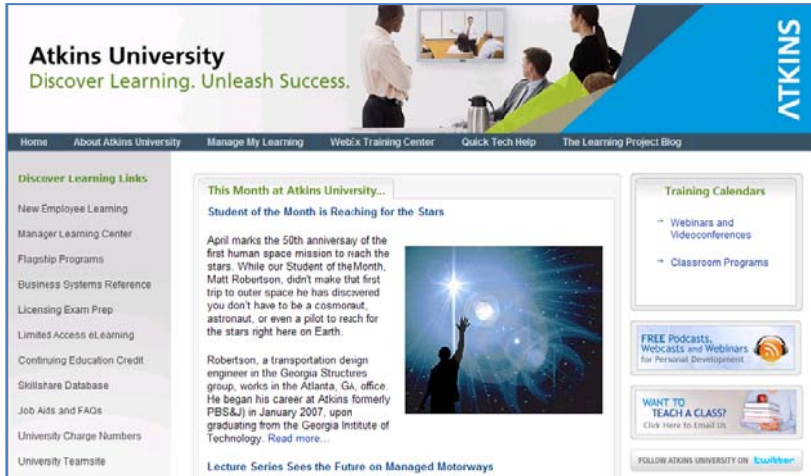


How To Access the Mandatory Anti-Harassment Course (All Employees)

View



Step

1. Open an internet browser window and direct your browser to:

<http://learn.atkinglobal.com>



2. If you are not connected to the network, skip to Step 3.

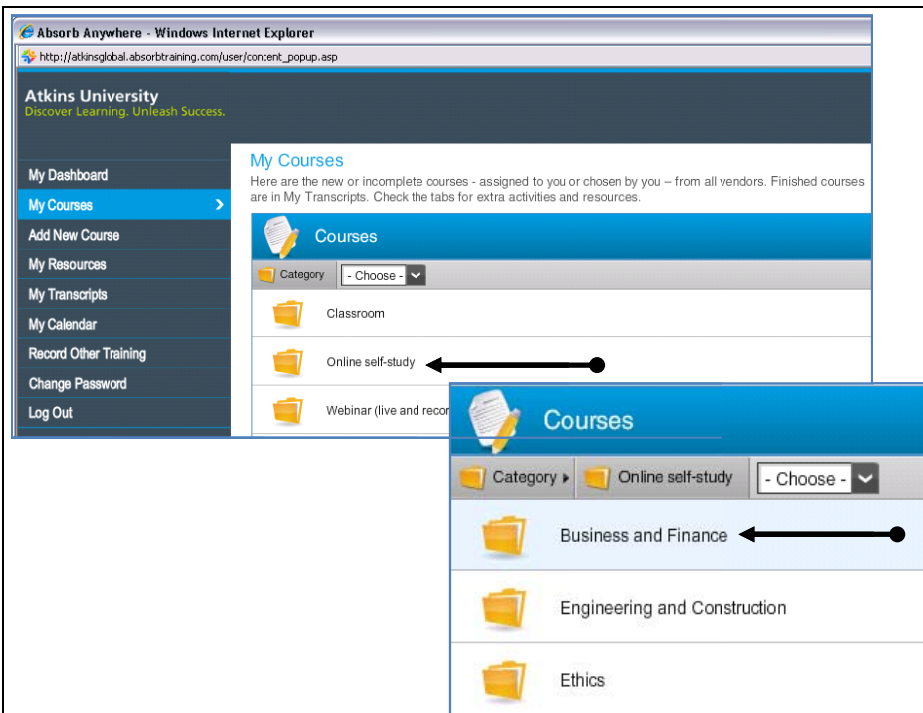
If you are connected to the network, click **Manage My Learning** and skip to Step 4.

The screenshot shows the login page for Atkins University. It features the Atkins University logo and tagline at the top. Below the logo, there is a welcome message: 'Welcome. Please log in below to access your courses'. The login form includes a 'Username or Enrollment Key:' field, a language dropdown menu set to 'English', a 'Password:' field, a 'Remember Me' checkbox, and a 'Lost your password?' link. A green checkmark icon is visible next to the 'Login' button.

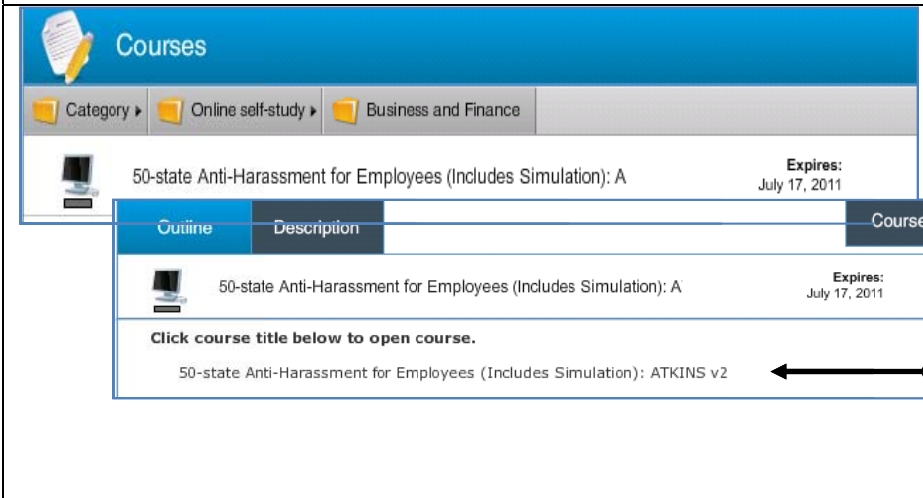
3. If you are not connected to the network (e.g. accessing from home), click on **Manage My Learning** (as shown in Step 2).

Input your username (employeeID@atkinglobal.com; e.g. 17510@atkinglobal.com). To retrieve your system generated password, click **Lost your password** and input your employee ID email address as explained above. Your credentials will be emailed to you.

Input your password, then click **Login**.



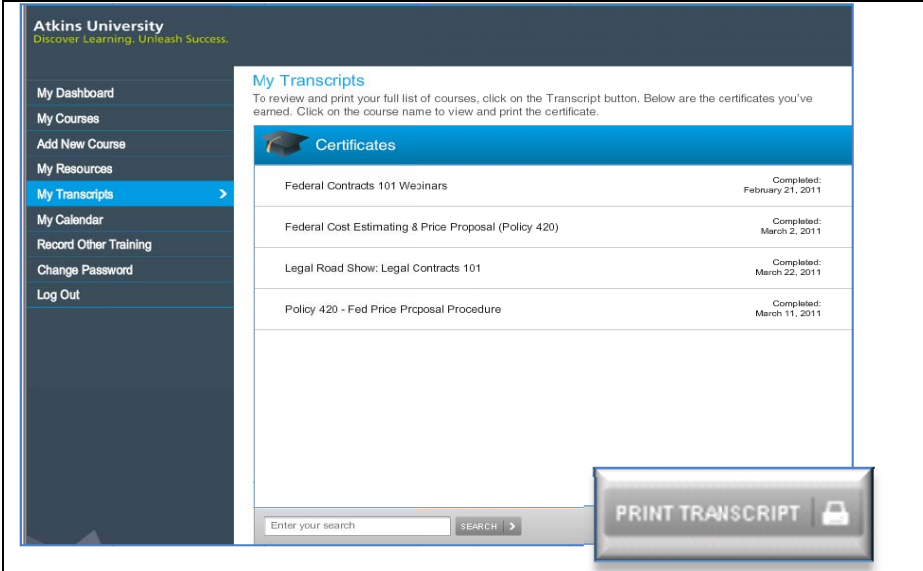
- Click **Online self-study**.
- Click **Business and Finance**.



- The title **50-state Anti-Harassment for Employees (Includes Simulation): ATKINS v2** will be listed as a required course.

Click on the course title beneath the course header to launch the course. The course will take approximately 3 hours to complete.

Print the **Acknowledgement Form** at the end of the course to print a copy of your certificate. Give a copy to your HR Coordinator.



- Upon successfully completing the course, the course will display as *Complete* under the **My Transcripts** menu.

Click **Print Transcript** to view your online course completion.

On your timesheet, allocate the time spent in training to **z10000040** and task **01**.

If you encounter technical difficulties with this course, please submit a [Help Desk](#) ticket to Atkins University.