EVERFI

**<u>Login Directions:</u> Haven for Faculty & Staff**

Dear Employee,

As you may already know, Shepherd University has partnered with EverFi, whose mission is to help members of the campus community address sexual harassment and violence prevention in higher education institutions across the country. Each year over 1,500,000 students and employees complete these courses.

As part of our comprehensive prevention program for all members of the campus community, Shepherd University **expects you to complete Haven for Faculty & Staff.** This online education will empower you to make well-informed decisions about issues that affect members of the campus community and beyond.

**<u>PLEASE READ THE FOLLOWING CAREFULLY:</u>**

You are expected to complete **Haven for Faculty & Staff.** You will need **<u>one</u> EverFi Higher Education Account** to access the course(s) from your dashboard.

**To fulfill Shepherd's requirement:**

- Go to: **http://www.everfi.com/login** and click **Register**
- Under **"Student/Learner",** enter the Registration Code: 8a787e6e to create your EverFi Account
  - *Please use your Shepherd Email during registration and tag yourself as Faculty or Staff*
- Complete Part 1 of The Haven Sexual Violence Training (this will take approximately 45 minutes)
- After 30-45 days you will receive an invitation to complete Part 2 of the Haven course (this will only take about 15 minutes)

***If you already have an EverFi Higher Ed Account**, go to http://www.everfi.com/login, enter your login information, then enter registration code 8a787e6e by clicking "Add a Course" in the top right corner of the Dashboard.

**Other Important Information:**

- You will need Internet access and audio capabilities.
- To avoid technical issues, please use any major web browser (e.g., Firefox, Internet Explorer, Google Chrome) released within the previous two years.
- You may take the course in multiple sittings.
- The course may include surveys to help personalize your experience and measure participants' attitudes and behaviors. All survey responses are confidential; the school will only receive information about the participant group as a whole and will never see individual answers.
- Should you experience problems, technical support is available 24/7 and can be accessed from the "Help" link within the course or by visiting support.everfi.com.

Thank you, and enjoy the course!

Sincerely,

Annie Lewin
Title IX Coordinator
Shepherd University