1. **Open CHROME and paste the following link:** https://lascs.egnyte.com/dl/6kaRKQNfMT
2. **Click the blue 'download' button.**
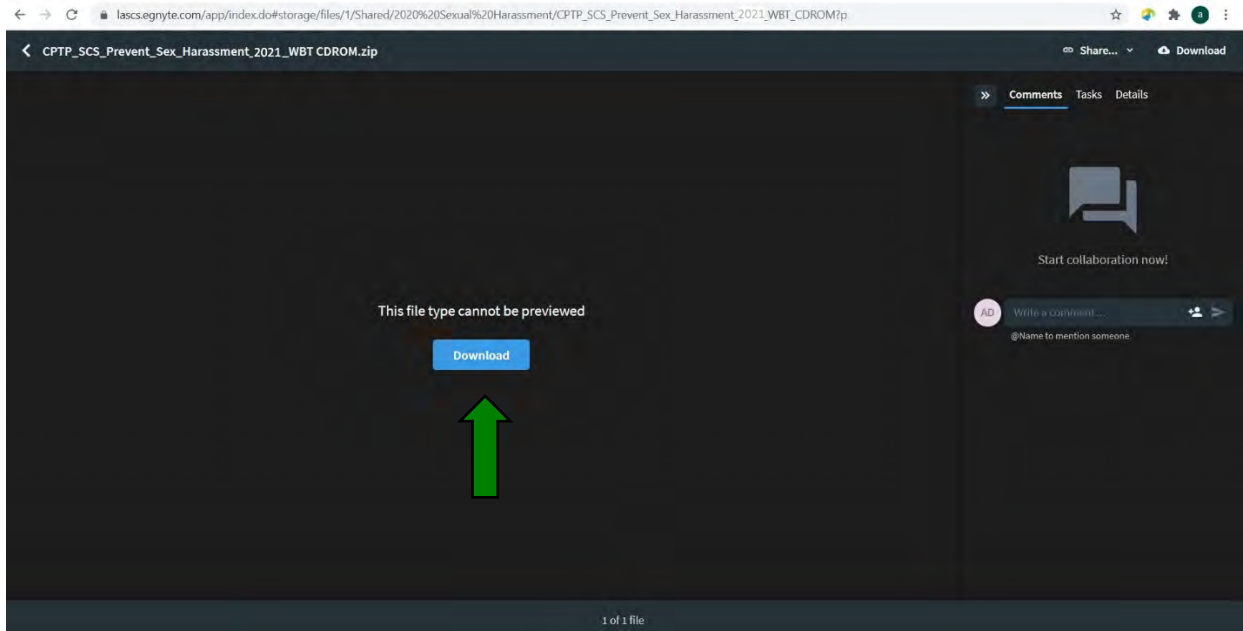
3. **The saved file will be here, wait until it's finished downloading.**
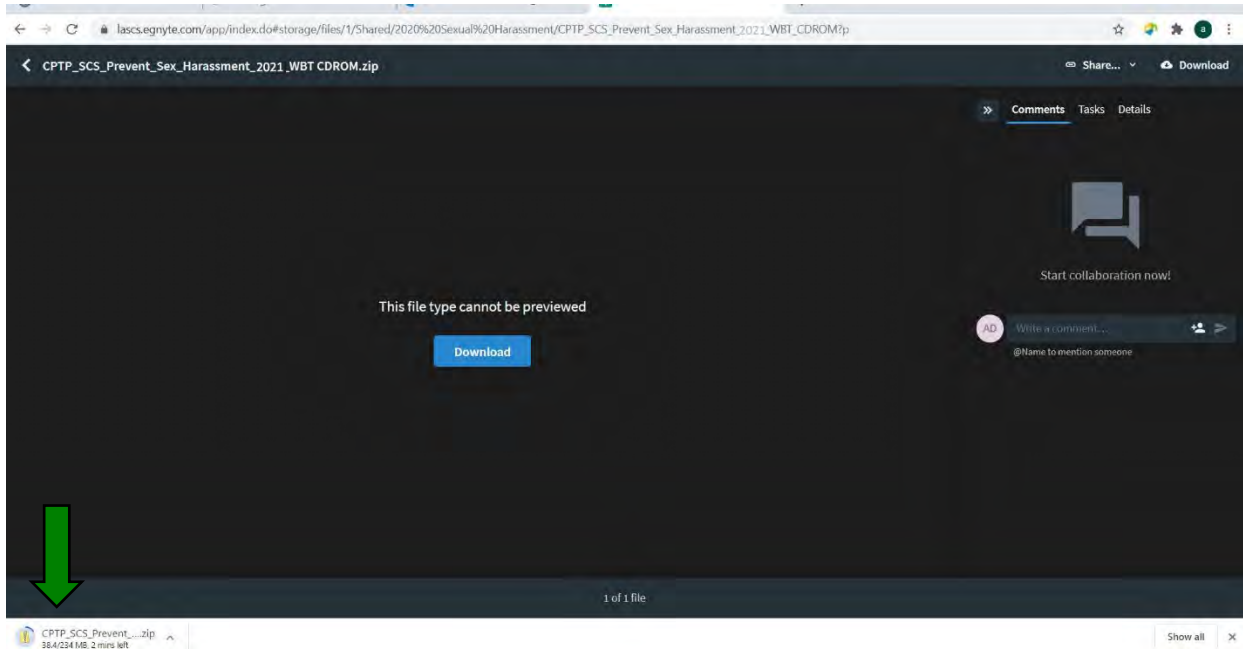
4. **Determine the file name and location you would like to save the file.**
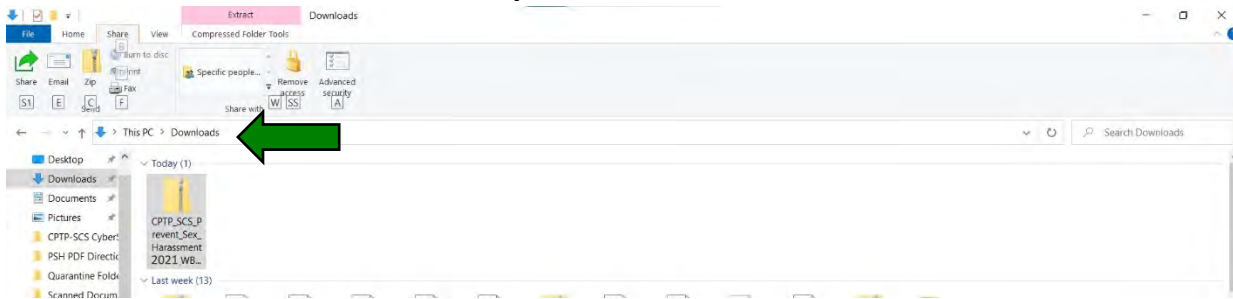
5. **Click 'extract' on the top toolbar, then click 'extract all.'**
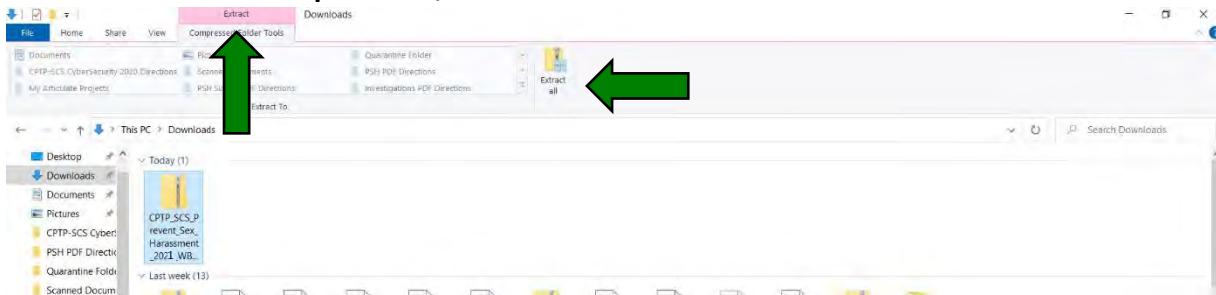
6. **A window will open; you will select a location for the files to extract to. (It will default to where you saved the files.) Be sure the box next to 'show extracted files when complete' is checked. Then click 'extract.'**
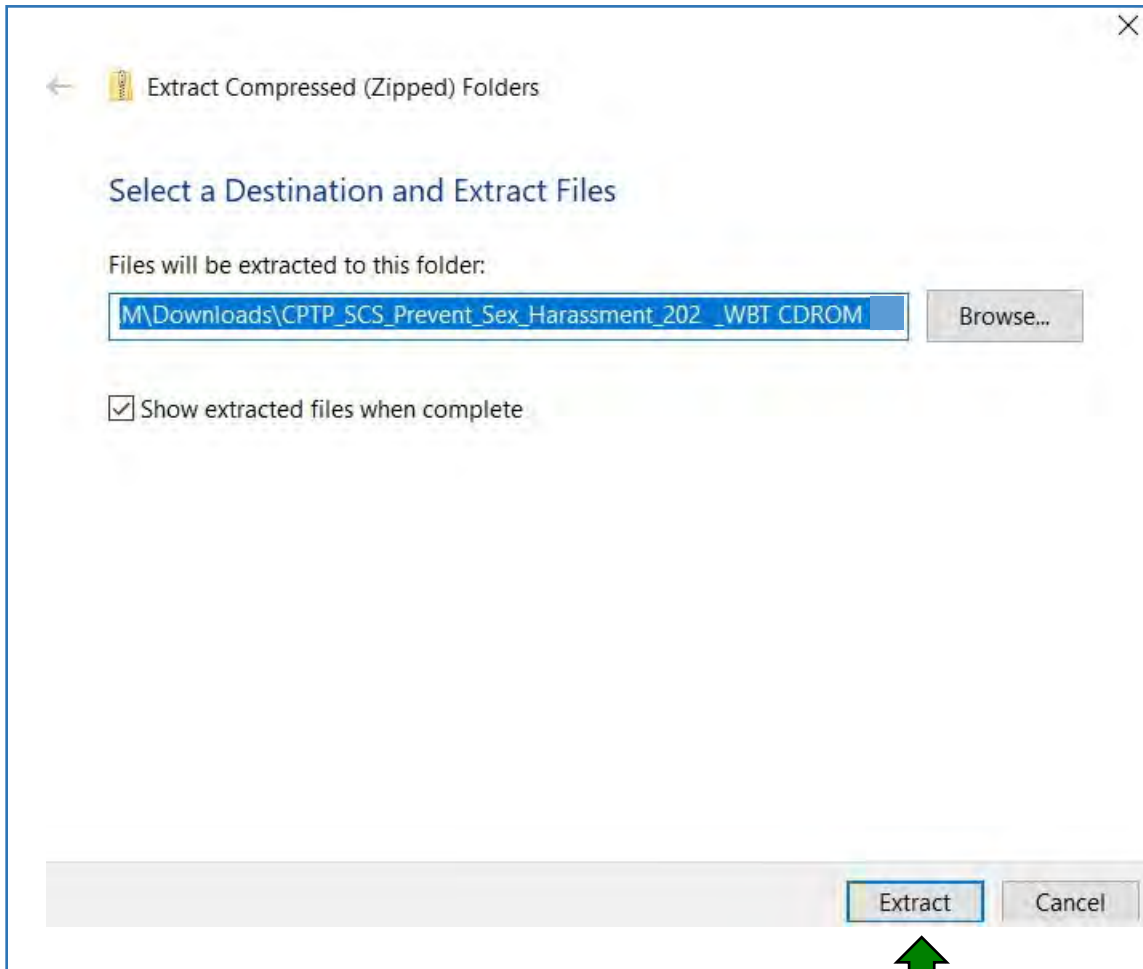
7. **Double click on 'Launch_Story.exe.'**

8. **The course will launch in a new window and you may begin the course.**
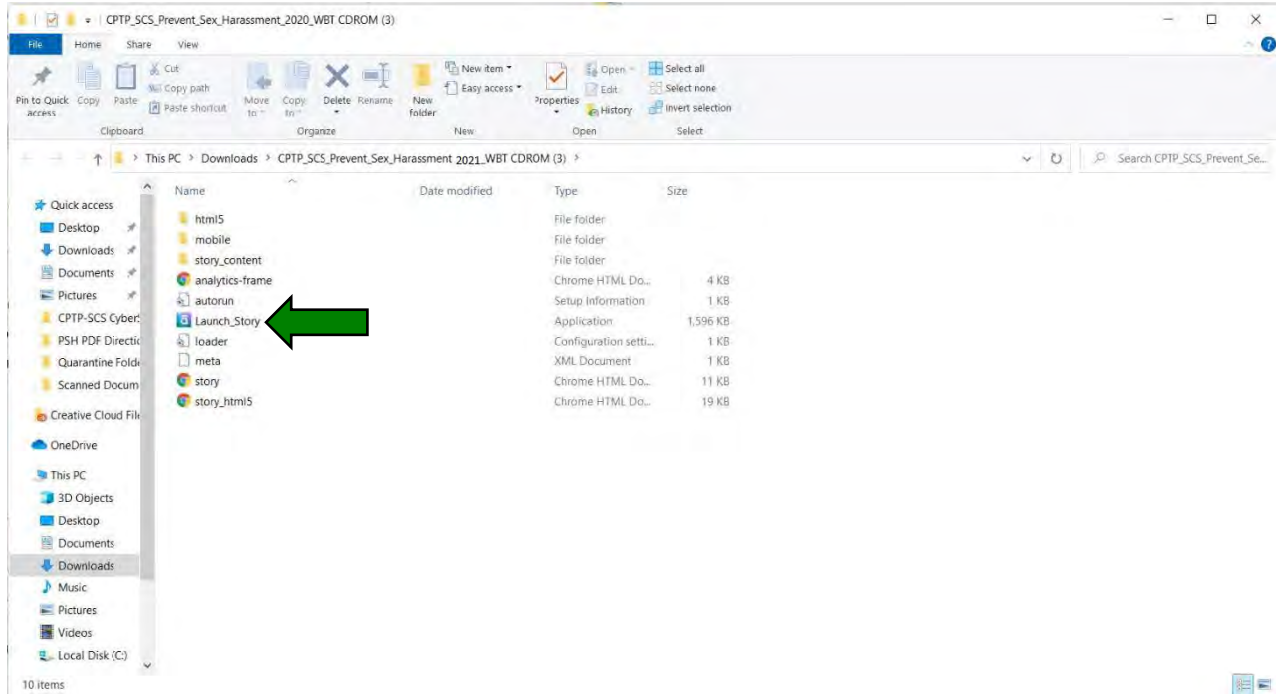
9. **Please keep in mind to take a screen shot of your certificate in case you are unable to print it depending on your security and pop up firewall blockers.**

10. **Complete the Preventing Sexual Harassment training click to print the certificate at the end of the course.**

11. **Enter your legal name into the box and click 'submit.'**

Preventing Sexual Harassment Training Course Certificate

In the space provided below, please enter your full legal name.

A few seconds after clicking the "Submit" button below, a box at the bottom of your browser will appear and ask "Do you want to open or save Preventing Sexual Harassment Training Course Certificate.pdf". To print the certificate, click the "Open" button. A new window will appear with your certificate. Click the Print option to print your certificate. You also have the option to "save" your certificate where you can then print your certificate at a later time. Once you have printed or saved your certificate, close all browser windows.

Submit

12. Click to open the file and print the certificate.

Preventing Sexual Harassment Training Course Certificate

In the space provided below, please enter your full legal name.

A few seconds after clicking the "Submit" button below, a box at the bottom of your browser will appear and ask "Do you want to open or save Preventing Sexual Harassment Training Course Certificate.pdf". To print the certificate, click the "Open" button. A new window will appear with your certificate. Click the Print option to print your certificate. You also have the option to "save" your certificate where you can then print your certificate at a later time. Once you have printed or saved your certificate, close all browser windows.

Jane Doe

Submit