

# MEMORANDUM

## *Office of the President*

**TO:** All University Employees  
**FROM:** Harold G. Jeffcoat  
**DATE:** November 12, 2007  
**SUBJECT:** **MANDATORY** Sexual Harassment Awareness & Prevention Training

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As defined in the University's Faculty Handbook (section 5.2) & Staff Handbook (section 7.8), Texas Wesleyan University is committed to a harassment-free work and learning environment. In compliance with Title VII of the Civil Rights Act of 1964 & Title IX of the Educational Amendments of 1972, **all University employees are expected to 1.) read the attached *Unified Harassment and Discrimination Policy* and 2.) review and complete on-line Sexual Harassment Awareness & Prevention Training (log-in instructions follow below) before December 14, 2007.** Since the sexual harassment training is web-based, employees are able to complete this training at their convenience using the Internet during normal work hours. It is estimated that it will take 30-45 minutes to fully complete the training.

**Please complete the training by the designated deadline (December 14).** Your cooperation will protect the University and you. More importantly, it will ensure that faculty, staff, students and guests are not subjected to inappropriate behavior.

Following, you will find instructions that describe how to create a new user account on AGOSNET & allow you to complete Sexual Harassment Awareness & Prevention training.

### INSTRUCTIONS:

1. Go to [www.agosnet.com/eiaa](http://www.agosnet.com/eiaa)
2. Click on the yellow **NEED AN ACCOUNT?** on the left side of the screen in the blue area or click on the white arrow in a blue box to the left of **Click here to sign up for an account on AGOSNET** in the middle of the screen in the white area.
3. Select "TX" from the dropdown menu and click **continue**.
4. Select "TEXAS WESLEYAN UNIVERSITY" from the dropdown menu and click **continue**.
5. Supply information as instructed on the webpage (Note, for e-mail field, enter your Wesleyan-provided e-mail address).
6. Click **submit registration** button (change items if instructed to do so).
7. Click **Login** button.
8. Click green button to begin Sexual Harassment (Higher Ed) training [**REQUIRED**].
9. To exit the program, click **Logout** in the upper right corner and close browser.

Though not required, *Smarter Adults – Safer Children* (a.k.a. SASC) is available for interested employees. Prior to logging out, interested participants may click "**Click here for English flash version**" if you wish to review SASC for EIIA [**NOT REQUIRED**].

If you have difficulties in establishing a user account or have questions related to the sexual harassment awareness & prevention training, please contact the Office of Human Resources, (817) 531-4403.

HGJ/wp