

**(PLEASE READ BEFORE COMPLETING THE ONLINE
PREVENTING SEXUAL HARASSMENT TRAINING)**

*Procedures for completing the Mission CISD Preventing Sexual Harassment
online training*

To receive credit for attending the Preventing Sexual Harassment training, the following procedures are required to be completed after you have read these instructions.

1. **View** the Preventing Sexual Harassment Video.
2. **Print** the Preventing Sexual Harassment Workbook. Read and answer questions on page 11 in workbook.
3. **Print** the “Acknowledgement of Training on Reporting Requirements for Child Abuse/Neglect and Preventing Sexual Harassment” form. Read, complete and sign acknowledgement.
4. **Mail** the following two items to the Mission CISD Office of Human Resources:
 - a. Completed questionnaire, (page 11 of the workbook only);
 - b. Completed “Acknowledgement of Training on Reporting Requirements for Child Abuse/neglect and Preventing Sexual Harassment” form

The online training is required to be completed and submitted to the Human Resources Office no later than April 10, 2007.