

Protecting Children: Identifying and Reporting Sexual Misconduct

All College employees, students, and volunteers acting as Authorized Adults, responsible for the direct supervision of minors, must complete this online training module prior to their participation in College-sponsored programs/events involving minors. Please use the instructions below to access the training through United Educators (UE).

Instructions:

- **Step 1:** Click on the following link or copy and paste it into the address bar of your web browser:
 - **Employees:** <https://learn.ue.org/J18DO189410/EtownEmployees>
 - **Students:** <https://learn.ue.org/J18DO189410/EtownStudents>
- **Step 2:** Under the **Registration** heading, please provide your first name, last name, and E-town email address. Then click the **Register** button.
- **Step 3:** Go to your E-town email and retrieve the temporary password sent to you by UE.
- **Step 4:** Revisit the UE learning portal and under the **Login to the Learning Portal** header, insert your E-town email address in the **Email/username** block and your temporary password in the **Password** block. Then click **Login**.
- **Step 5:** Complete the blocks for creating a new password and security question on the **Change Password** screen.
- **Step 6:** Select the **Protecting Children: Identifying and Reporting Sexual Misconduct** module on the **My Courses** screen.

Support:

- For technical assistance, please visit Learning Portal Support:
https://ue.edusupportcenter.com/sims/helpcenter/common/layout/SelfHelpHome.seam?inst_name=ue
- If you have additional questions, please contact Human Resources at x1406 or hr@etown.edu.