



MEMORANDUM

TO: Full-Time and Part-Time Staff
FROM: Beth Muha, Assistant Vice President of Human Resources
DATE: October 26, 2018
SUBJECT: ACTION REQUIRED: Harassment & Discrimination Prevention Training to be Completed by Friday, December 21, 2018

A key part of AU's commitment to inclusive excellence is building a community in which we all understand our individual and collective responsibilities to create and maintain an equitable, inclusive, and positive campus environment.

As part of the new [Inclusive Excellence plan](#), the Office of Human Resources has updated several required harassment and discrimination training modules and consolidated them into a single training for supervisors or non-supervisors, depending on your role. **The *Harassment & Discrimination Prevention* course is required for all staff and leaders, even if you were recently hired or have completed previous versions. This required training is due by Friday, December 21, 2018** and will be tracked on all full-time staff Performance Management Year-end Appraisals.

The *Harassment & Discrimination Prevention* course has been assigned to you in AsuccessfulU. The non-supervisor training takes about 45 minutes to complete. Supervisors should allow 2 hours to complete the training. You can leave and return to either training to complete it at your convenience.

- Login to the myAU portal
- Navigate to AsuccessfulU under "Work@AU"
- Click "Go to AsuccessfulU"
- Click the "Take Courses" tile under "To-Do"
- Select and start the Harassment & Discrimination Prevention course
- **Note:** If your web browser has a Pop-Up blocker enabled, you will need to allow Pop-Ups from the successfactors.com and plateau.com sites while using AsuccessfulU. If you have difficulty accessing the course, please email AsuccessfulU@american.edu.

We thank you for taking the time to complete this training, and for sharing our commitment to taking action on these important issues.

To learn more about confronting bias at American University, visit the [Diversity and Inclusion webpage](#).

Any form of discrimination or discriminatory harassment in the university's employment, education programs and activities, both on- or off-campus, is strictly prohibited. As staff, you are required to understand AU's policies and federal mandates, which protect people from harassment and discrimination in education programs or activities.