When is the deadline to complete the training?
- Newly hired employees must complete the training within 60 days of their dates of hire.

Do I need a computer to take the training?
- You can take this training on your PC, tablet or smart phone.

How do I access the training?
- You may watch a short, six-minute video introduction on navigating through the platform and your training. Additionally, instructions were sent to employees’ SIU email accounts.
- To go to the training site, follow the link below

https://dsa-online.dialogedu.com/me?current_site=southern-illinois-university-carbondale

or copy and paste it in your browser. It is recommended to use an incognito window in Google Chrome or a private window in Mozilla Firefox. Internet Explorer is not recommended.
- Sign in using the small popup box in the lower right corner.
- Enter your SIU email address.
- Enter the default password: 123456 (you will be able to change your password once you are logged in).
- To change your password once you are logged in, click on “My Locker” in the upper right corner. Below the greeting, click on “Profile”, then the “Edit” tab. Above the “SAVE” button at the bottom is the link to change your password.

How do I complete the training? Which one(s) am I supposed to do?

- To begin the training, click on “My Locker” and then click the image in the middle of your screen to begin the training.
- The next screen will display 13 different courses. All employees must complete Title IX (VAWA Compliant Version) training. Employees who have been identified as Campus Security Authorities (CSAs) must complete additional training. Please contact Chad Beights (chadb@dps.siu.edu) for questions regarding Campus Security Authorities and their training requirements.
- While the training may be completed in segments, each video segment must be completed in its entirety to be considered complete. For example, if you view only six minutes of a seven minute video segment, the entire segment will need to be repeated.
- You may pause the video for up to one minute and then return to complete it.
• When the video is complete, click the right arrow at the upper right corner to proceed. The arrow will not appear until the timer has ended. You then have the option to continue to the next segment or go back to the list of videos.

• There is a quiz at the end of the training. Employees must achieve at least an 80 percent score on the quiz to successfully complete the training. Three attempts will be allowed. After three unsuccessful attempts, you will need to contact a campus administrator to reset your account. Please note that the scores of quizzes completed after the first three are not recorded and cannot be used to verify successful completion.

Who do I contact if I need assistance?
If you have any trouble using the new system, please contact one of the campus administrators listed who have received training in the use of the new system and know how to contact Stafford and Associates for additional support.

• To reset your account, contact John Janecek (janecek@siu.edu)
• For questions regarding CSAs and CSA training, contact Chad Beights (chadb@dps.siu.edu)
• For accommodations or general questions, contact the Office of Diversity and Equity at 618-453-4807 or diversity@siu.edu.