

TAP No. 31, Gender Discrimination and Sexual Misconduct Policy Training

TAP No. 31 training is required by the University. As of October 2017, all employees must complete the TAP No. 31 policy training, and again every three years, to remain compliant. *Bi-weekly email notifications will be sent to you and your manager, until you have completed the required training.*

* Note: **Allow** pop-up windows in browser settings. Use **Internet Explorer (IE) or Safari** browsers. Contact CTS Help Desk for assistance with browser settings.

Instructions to complete the online TAP 31 training:

There are three steps: 1. The Training, 2. The Quiz, 3. The Sign-Off.

- a. From **DORI**,> **Go To**> **Employee**, click **MyLEAD** to view your Training Dashboard
 - b. Click **My Requirements**. Click the TAP 31 folder if not open, to display the course options
 - c. Click the **"START"** link for the TAP 31 course.
 - d. Click **"YES"** to enroll.
 - e. Click **"YES"** again to view My Enrollments
 - f. Click **"Launch"** located to the right of the course title to begin the course
 - i. To launch later, return to "My Enrollments" areas
 - g. A new pop-up window will open; **WAIT for the file to completely load** all content
 - i. Follow the instructions on the screen to complete the training
 - h. After content review, click the **RED bar** at the top, to return to **MyLEAD**. (*Do not click the X!*)
2. **Complete the Quiz** (*This is an "open book" quiz. Refer to the policy as needed*)
- a. In pop-up window, read the information and click **Begin**
 - b. Choose question responses then click **Submit Answers**.
 - c. Review responses and click **Submit for Scoring**
 - i. If you did not score at least 70%, the **"Take Test"** link will re-appear, for up to three attempts
3. **Complete the electronic Sign-off:** *When you pass the quiz, the following message will appear.*

Congratulations! You have passed the assessment.

There are other activities associated with this course that must be completed before the training is recorded as finished.

These activities will be listed on your 'To-Do List' or they may be undertaken now by clicking on the link below.

This course requires that you enter confirmation to indicate that training is complete. Please enter your confirmation now by clicking here: [Sign-Off](#)

- a. Click **Sign-Off**
- b. Click **Yes**, verify the date, and click **Submit**
 - i. To access **Sign-Off** later, view "My Requirements" in MyLEAD

Click **"My Dashboard">"My Transcript"** to review your training record and print any completed training certificates.

For more information on this important training requirement, please visit our [TAP 31 link in DORI](#).
For computer errors and technical assistance, call the CTS Help Desk: 412-396-4357 or help@duq.edu.
TRAINING-related questions can be sent to mylead@duq.edu, or 412-396-5774.

Read the policy and appendices at <http://www.duq.edu/titleix>, Resources for Employees.