Course Reset Instructions:

Thank you for reaching out, happy to help. You have received that e-mail because it is time to retake the state mandated sexual harassment prevention course. Per the state of New York, all employees must complete sexual harassment prevention training on an annual basis in order to stay compliant.

1. Employees who took the course last year and need to retake it, they can log in here: https://pro.upnetic.com/



2. Use the credentials they created last year.

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Lost your password? Lost your password? - Back to Bucho	

3. Click on My Courses

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4. Select the course they need to take for this year.

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i Support	New York State Sexual Harassment Prevention Training	
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5. Once in the course page, please click on "Reset Course" it is a blue button towards the top of the lesson list.

	E Need Halp? 888.503.6789 support@upnetic.com	
My Courses My Account Support He Log Out	Course New York State Sexual Harassment Prevention Training Longainet, is that you never engage in any behavior that you or your compony in popardy. This course includes a same of case studies that you or your you to apply the second or provide students for any behavior to be any you to apply the second or provide students for second behavior to be any with State requirements for second hardcomment proversion to intervent.	New York State Sexual Harassment Prevention Training 10 out of 70 steps completed 100% Securit Harasmment in the Workplace Reclisition and Supervisor's Responsibility
	(English) (New York) (Sexual Harassment) 10 out of 10 staps completed 100%	Who: Should I Da (I Am Honaseu?) Additional Protections and Remedies Case Study 1 Cose Study 2
	Total Video Instruction: 45 min Estimated Total Completion: 1 hour	Cose Shudy 8 Cose Shudy 8 Cose Shudy 4
	must reset it before beginning the first lesson	Case Study é
	🛓 Video Transcripta	Course by Janene Convery, PHR, SHRM-CP

6. Once they reset the course, they can take the course again by selecting the green "start course" button and get a certificate for this year.

	=	Need Help? 888.303.6787 support@upnetic.com	
My Courses	0	New York State Sexual Harassment Prevention Training	New York State Second Harassment Prevention Training 0 out of 10 steps completed 0%
i Support	NY	Latern about the broad scope of actions that could be considered sexual horassment, so that you rever engage in any behavior that puts you or your company in jeopardy. This course includes a series of case studies that allow you'to apply the lessons to real-life situation. This course also meets the New York State requirements for sexual horassment provention training.	Sevial Hanasment in the Wanplace Retailation and Supervisors Responsibility
	English (New York) (Securit Har	naisament) 0 out of 10 steps completed PX	What Should I Do if I Am Harasser? Additional Protections and Smithing Cross Shudy 1
	10 Lessons Tatal Video Instruction; 45 min Estimated Total Completion; 1 hour	START COURSE NOT STARTED	Cose Study 2 Cose Study 3 Cose Study 3 Cose Study 4
	Course Materials		Cose Study 5 Cose Study 6
	Video Transcripts		Course by Jonene Convery, PHR, SHRM-CP

If any of your employees have forgotten their password, please have them click here <u>https://pro.upnetic.com/my-account/lost-password/</u> to reset it.

If you still having problems logging in, please call us at 1.888.303.6789, we will troubleshoot it together.