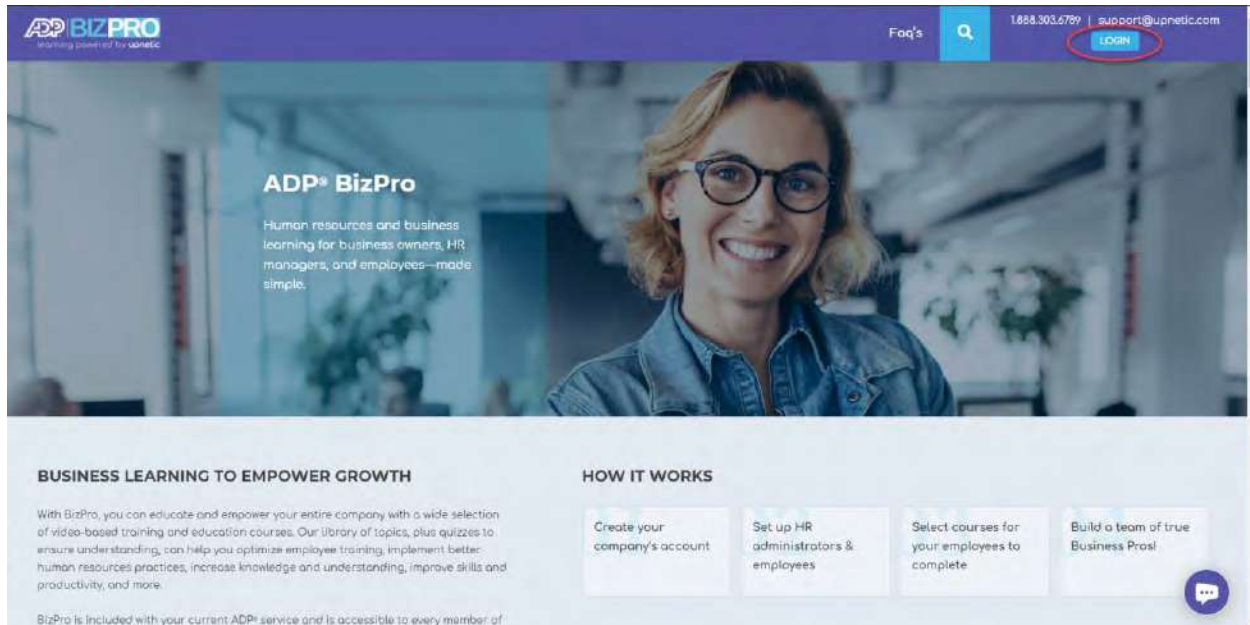


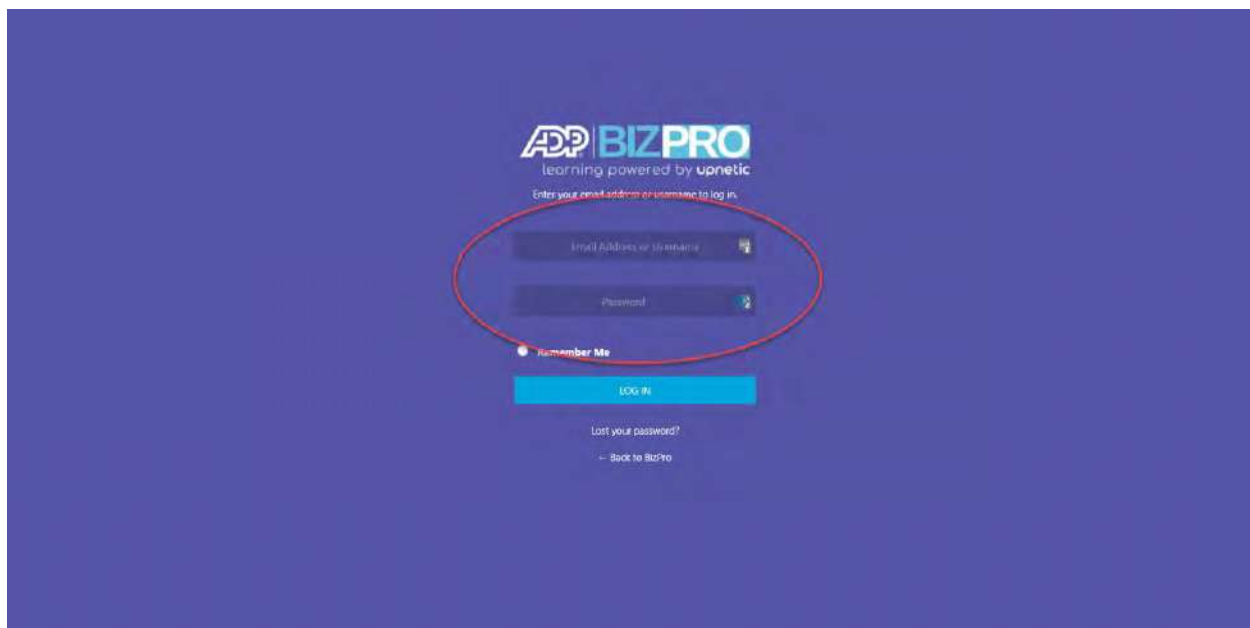
Course Reset Instructions:

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.

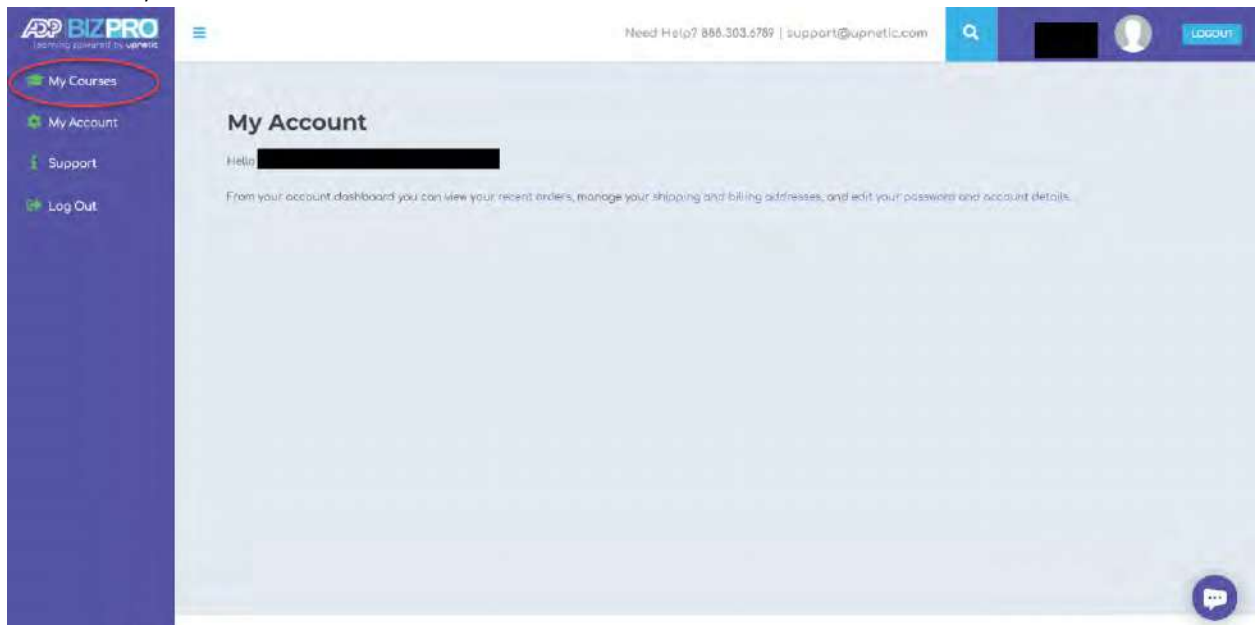
1. Employees who took the course last year and need to retake it, they can log in here:
<https://pro.upnetic.com/>



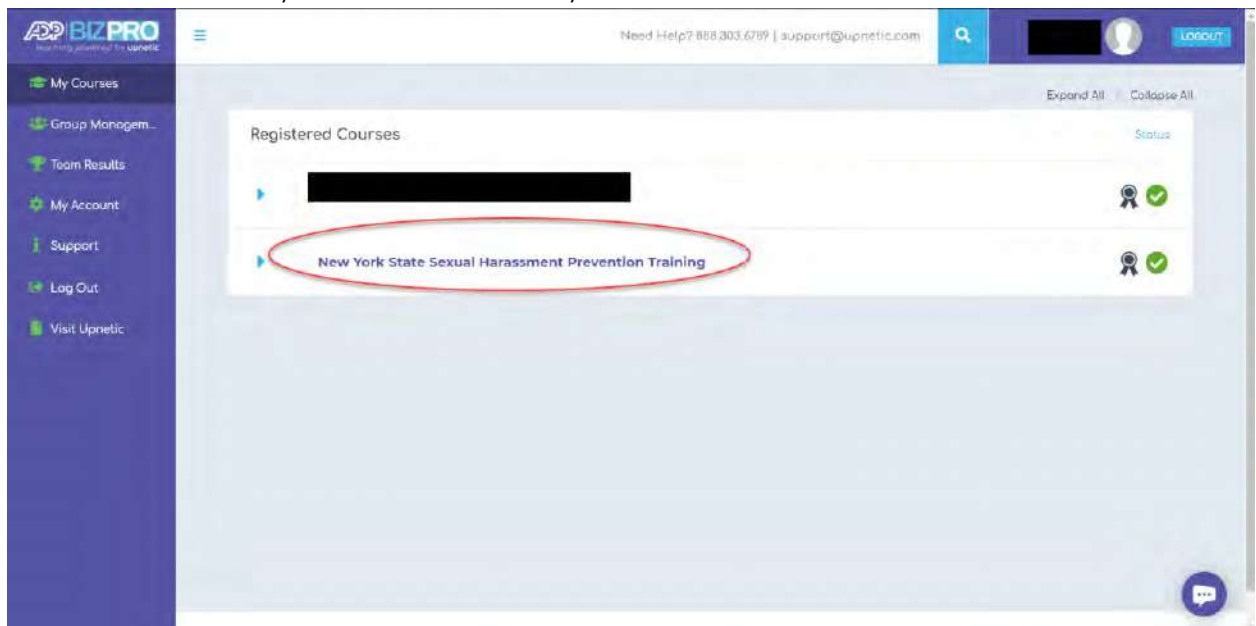
2. Use the credentials they created last year.



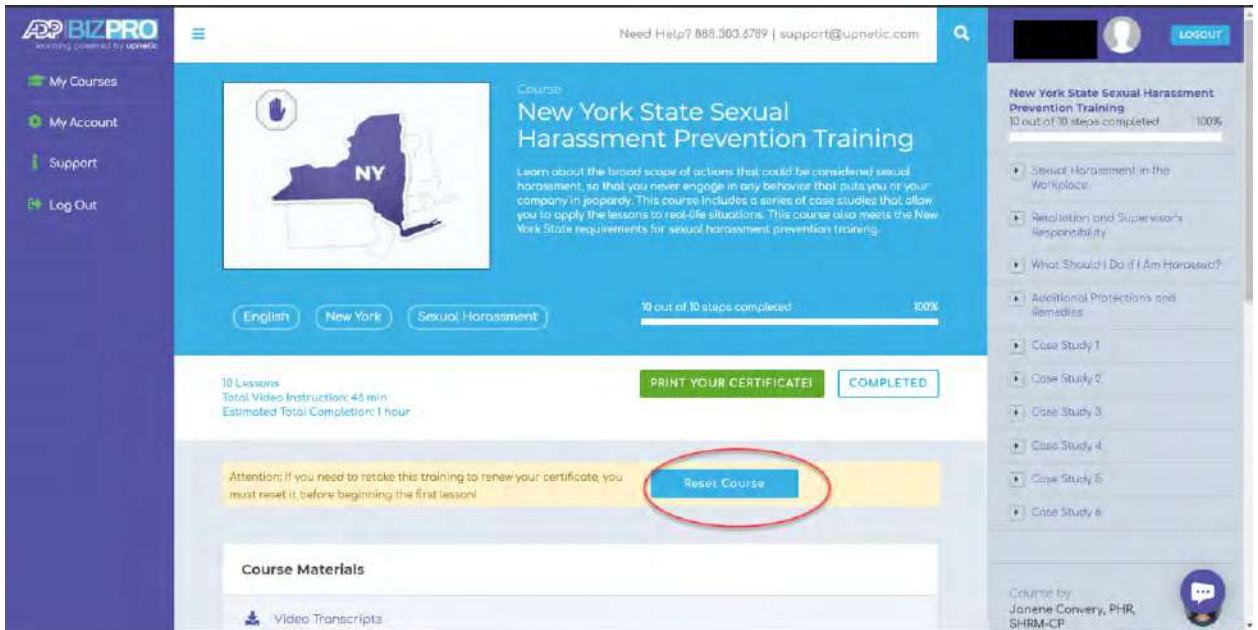
3. Click on My Courses



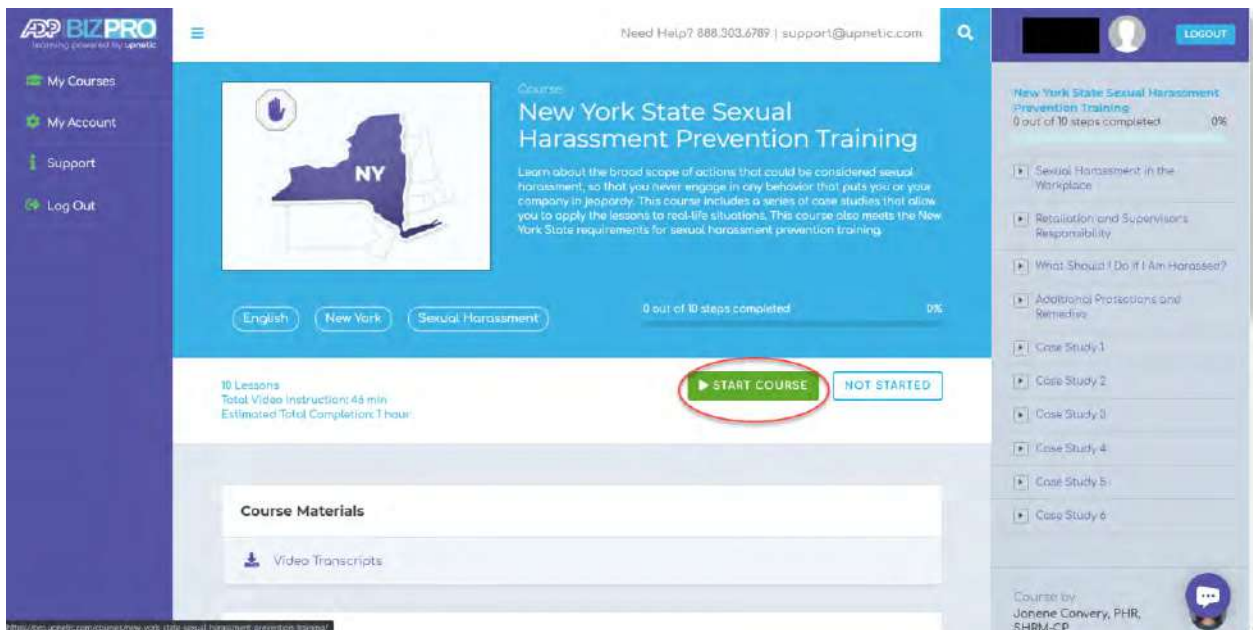
4. Select the course they need to take for this year.



5. Once in the course page, please click on "Reset Course" it is a blue button towards the top of the lesson list.



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.



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

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