Accessing University Legal Clery Act Training

1. Access Learn@ISU
2. Click on Login. Your User Name is your ISU email address **without** the @iastate.edu and your password is the same as your Net-ID password.

3. Click on Course Catalog
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4. Scroll down the page, and locate the **Office of University Counsel** catalog. Within the catalog, choose the course “Office of University Counsel – Clery Act Training.”

5. Click the Launch link to start the course. As a reminder, your computer must **allow** pop-ups, cookies and flash content from the following URL for the course to open:
   - training.ehs.iastate.edu

6. The course will launch in a pop-up window. Use the arrows at the bottom of the screen, or click on the slide to advance through the course.

7. When finished viewing the slides, click on “Return to LearnerWeb” in the upper right hand corner of the slide. **DO NOT** exit the window by clicking on the Red X in the corner, the training will not record.
8. The window will close, and this window opens – choose “Yes” or No” and click “Submit.

- If you are finished with the training, select “Yes”, then click the “Submit” button. and you will be taken to this window. In this window, just close the window and you will return to LearnerWeb.
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- If you are not finished with the training, select “No”, then click the “Submit” button. You will be taken to this window. You can close the window and return to LearnerWeb. Your course will show an “In Progress” status. You will need to access the course again through the online catalog, and click “Launch” to start viewing the course again.