EduRisk Registration and Course Completion Instructions:


2. **New User**: Create new account by clicking on the “Create New Account” button on the bottom right of the screen.

   **Returning User**: Only those who have registered since January 1, 2014 are considered Returning Users. If you have forgotten your user name and password, please click the appropriate link under the Login button.

   **NOTE**: If you registered prior to January 1, 2014, you **do** need to register again.
3. Complete all of the required fields (*)

**PLEASE NOTE:**

- a. User name: Must be your full Villanova email address in order to receive credit.
- b. Email: Must be your full Villanova email address in order to receive credit.
- c. Institution Code: 0075-SC37-XY12

4. After clicking register, you will receive an email with a temporary password. Please use the password provided to you to login. You will then be prompted to create a new password.
5. Once you successfully login, choose Launch Learning Program under Workplace Harassment Prevention.

6. Choose the Workplace Harassment Prevention 110 version of the course.
7. When you have completed the course, click on the Transcript tab.

8. To verify completion and receive credit for the course, click the Print icon in the upper right corner:

Submit a copy of your transcript in one of the following ways:

**Campus Mail:**
Human Resources
ATTN: HR Training
Suite 163, St. Mary's Hall
Fax: 610-519-6667
Email: hrtraining@villanova.edu

You will receive a confirmation when your transcript has been received.