# **Quick Start Instructions Guide - UB Child Protection Policy Training Course**

**Access the Course**

## **Option 1: Access the Course from a Laptop or Workstation**

1. **Open the Brightspace version of** [**UB Learns**](https://ublearns.buffalo.edu/) (Use a UB Learns compatible browser such as Chrome, Safari, Firefox or Microsoft Edge)  
   🡪 **Enter** your [**UBIT Name**](https://www.buffalo.edu/search/you) and [**Password**](http://www.buffalo.edu/ubit/service-guides/accounts/your-ubitname-account/managing-your-ubitname-and-password/change-password.html) 🡪 Select **Login** 🡪 Complete [**UB DUO Verification**](https://www.buffalo.edu/ubit/services/duo.html)if prompted
2. Select **Tools 🡪** **Discover 🡪** Select **UB Child Protection Policy Training Course** **🡪** Select **Enroll in Course 🡪** **OK**

## **Option 2: Access the Course from a Portable Device: Smartphone or Tablet**

1. **Download** the Brightspace Pulse App from either [Google Play](https://play.google.com/store/apps/details?id=com.d2l.brightspace.student.android&hl=en_US&gl=US)® or the [Apple App Store](https://apps.apple.com/us/app/brightspace-pulse/id1001688546)®
2. **Select** and **Install** the Brightspace Pulse App
3. **Open** the Pulse App and **scroll** through the three Welcome screens
4. **Select** Get Started **🡪** Select **While using the App** **🡪** **Search** for **UB 🡪** Select **Log Into Brightspace** **🡪** **Enter** your **UBIT Name** and **Password** **🡪** Complete [**UB DUO Verification**](https://www.buffalo.edu/ubit/services/duo.html)if prompted **🡪 Select** either **Allow** or **Don’t Allow push Notifications** from the Pulse App.

**Complete the Course and Post-Training Quiz**

The course requires you to watch a video, complete a short quiz, and review the Discrimination and Harassment Policy.

1. **Read** the message Why UB needs a Child Protection Policy and Training
2. **Select** the **UB Child Protection Policy Training Course** module
   1. **Watch** the **Child Protection Policy Training: Part 1 and Part 2 Video**
   2. **Watch** the **Child Protection Policy Training: Part 3 Video**
   3. **Complete** the **Post Training Quiz: Chile Protection Policy Training**   
      **Select** the quiz link 🡪 **Complete** the quiz 🡪 **Submit the Quiz** 🡪 **Submit the Quiz** 🡪**Done**
3. **Select** the second module and **Review** UB’s UB Child Protection Policy

**View and Save Your Awards/Certificate of Completion**

1. **Select** **Your Name** in the upper right corner of the browser **🡪 Profile 🡪 View My Awards 🡪 Select** Sexual Harassment link **🡪 Generate Certificate 🡪 Open** downloaded PDF
2. Save PDF Certificate for your own record.   
     
   **Please DO NOT** Email EDIwith your certificate. We receive your completion information, and this is entered into our official records. Our training liaisons will have access to our official records.

**Log Out of the Course**

1. **Select Your Name** in the upper right corner of the browser **🡪** **Select** Log Out **🡪 Close** all browser windows

## **Accessibility:** The University at Buffalo strives to create accessible content for all. The University at Buffalo will provide reasonable accommodations to ensure individuals with disabilities have equal access to the training content. To request accommodations, please contact Equity, Diversity and Inclusion (EDI) by email at [diversity@buffalo.edu](mailto:diversity@buffalo.edu) or by phone at [(716) 645-2266](tel://7166452266/) for assistance.