

Employee Gender-Based and Sexual Violence Training on OWL Training Instructions

Content Warning: This training contains videos and language related to Gender Based and Sexual Violence that some readers may find troubling or that may affect them emotionally. We encourage you to take breaks whenever is needed. You may want to discuss this training with Western's [Human Rights Office \(humanrights@uwo.ca\)](mailto:humanrights@uwo.ca). All Western Employees may also access our [Employee Assistance Program](#) 24/7/365 by phone 1-844-880-9142 or on the web visit: www.uwo.ca/hr/benefits/eap/

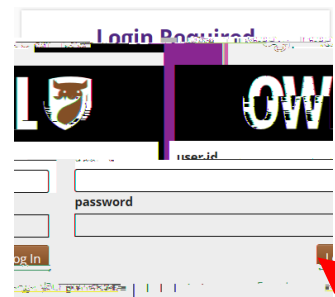
Technical Support: If you encounter any challenges accessing OWL, you may contact the WTS helpdesk at 519 661-3800 or Ext. 83800 or on the web <https://wts.uwo.ca/helpdesk/>

Getting Started

1. Access the OWL training site: www.uwo.ca/hr/safety/sexualviolence/
2. Scroll down and select "Complete the Required Employee Module" .



3. Enter your Western username and password to access owl. Select "Log In" .



4. Select "Yes, add me" , w



ected to the
Read through
lect
ctions " from
on the left to begin.



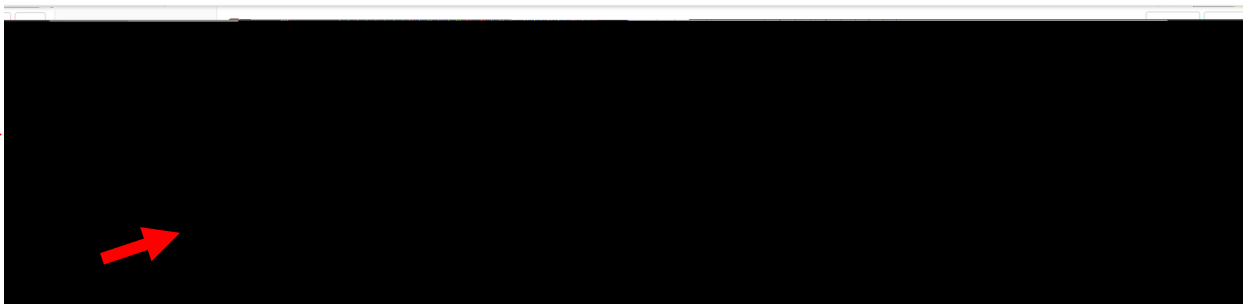
Complete the Online Module

Press “Continue” at the end of each section to complete all sections of the module.
Please note, this module takes about 25 minutes to complete.

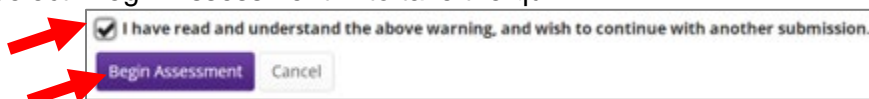


Complete the Quiz

1. Select “Quiz” on the OWL menu on the left.
 - a. Then select “Quiz” under the Assessments from the main window.

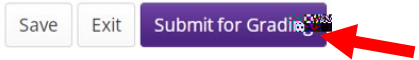


2. Select the box that says “I have read and understand the above warning, and wish to continue with a submission” to check it.
 - a. Select “Begin Assessment ” to take the quiz.



Note: You must receive a score of 8 or higher out of 10 to pass. If you do not pass on your first attempt, you may take the quiz again.

3. Select “Submit for Grading” when you are done the quiz.



4. Select “Submit for Grading” again on the Assessment Submission Warning page.



Check your results – Obtain your Certificate

1. Select “Certification ” from the OWL menu on the left.
 - a. If you have passed, select “View” from the View Certificate (PDF) column on the right to see your certificate.



- b. If you did not receive a score of 8 or higher, you will see the words “Requirement not met ” Please complete the quiz again by selecting “Quiz” from the left menu. You may need to review parts of the module to prepare.



Log Out

When you have completed the training, and successfully passed the quiz:

1. Select your first “Name” in the top right corner of your screen.
2. From the drop down, then select “Log Out” to log out of OWL once you have completed the training.

