UMD Clery Act Training in Ulearn – **Helpful Tips**

- To ensure online training completions are recorded, please use **Chrome, Internet Explorer, or Safari** browsers. **Ulearn does not** support Mozilla Firefox as well as other Internet browsers and often does not trigger completions. Contact [UMD ITSS](mailto:umd-its@umn.edu) to update your browser, if needed.

- **ACCESSING ULEARN**
  - **U of M Employees/Affiliates** - Sign in to ULearn with your U of M Internet ID and password.
  - **Non-U of M Employees** - Only U of M employees are automatically set up with access to ULearn. If you are a non-U of M employee, use the URL below to create an ULearn account. [Ulearn Sign In and Registration](mailto:umlarn-sign-in-and-registration)

- You must [disable pop-up blockers](mailto:disables-pop-up-blockers) for courses to launch.

- At ULearn home page once signed in, check under Required Training or Transcript to launch your training, or click on Learning in top left corner of page and in the pull-down menu choose View Your Transcript to access the training. Once at the training page, click on the Campus Security Authorities Orientation link. Click on CONTINUE button near the bottom of the page to advance each slide. When on the last slide of the training, click on button below titled **Record training completion on my transcript in ULearn.** Your training will not be recorded in your official record unless you click on this button.

- Contact Linda Johnson-Gange, UMD Police Department (Tel. 726-7374 / [johns27@umn.edu](mailto:johns27@umn.edu)), for any questions or concerns about the Clery Act and required training and forms.

- Contact Cathy Rackliffe, UMD Department of Human Resources and Equal Opportunity (Tel. 726-6827 / [craklif@umn.edu](mailto:craklif@umn.edu)), for questions about accessing and completing your training.

/clr
12/28/2015