

## EVERFI Instructions for Individual Users:

*For best performance, please use:*

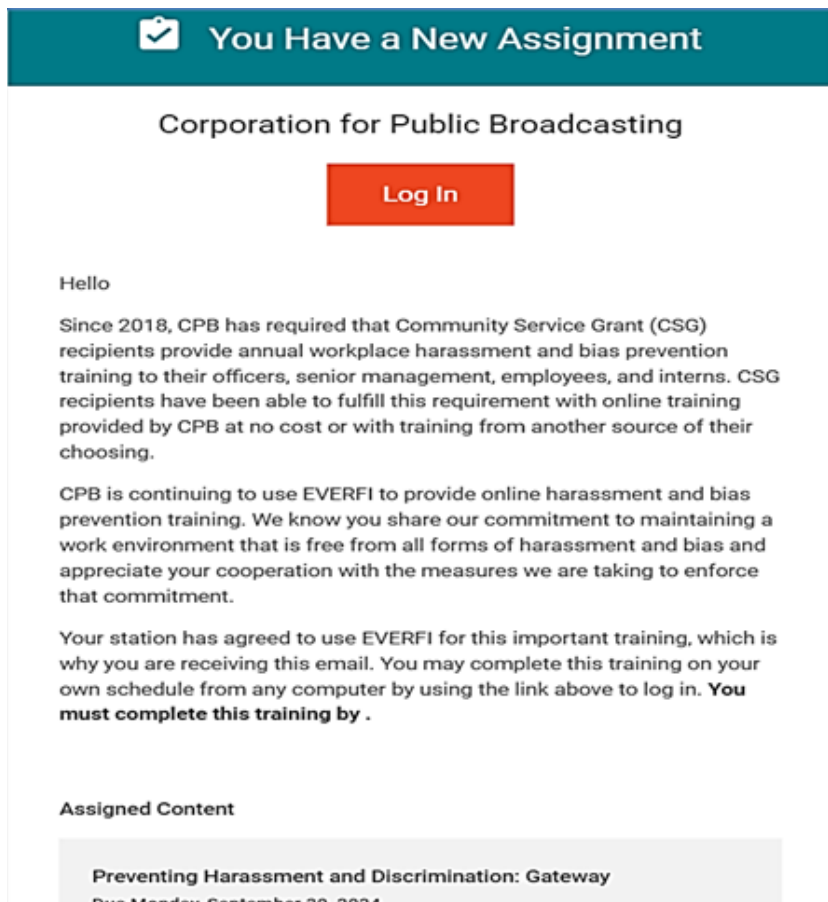
- *Mac: Chrome/Firefox/Safari (latest version)*
- *Windows: Chrome/Firefox/Edge (latest version)*
- *EVERFI does NOT support Internet Explorer.*

### **Browser Settings**

- *JavaScript: Must not be disabled*
- *Pop-Up Blockers: Must be disabled*
- *Security Level Settings: Default settings supported; IE Maximum Security levels not supported*
- *Privacy Settings: Default settings supported; Maximum Privacy Setting (disabling cookies) not supported*
- *Third Party Cookies: Must not be blocked*

### **Logging Into EVERFI**

1. All learners that have been assigned to this training will receive an email from EVERFI with a tokenized link, inviting them to complete the course. Later, the following link can also be copied and pasted into your web browser to log in:  
[https://admin.fifoundry.net/corporation\\_for\\_public\\_broadcasting/sign\\_in](https://admin.fifoundry.net/corporation_for_public_broadcasting/sign_in)



The screenshot shows an email notification with a teal header bar containing a checkmark icon and the text "You Have a New Assignment". Below the header, the text "Corporation for Public Broadcasting" is centered, followed by a red "Log In" button. The main body of the email contains the following text:

Hello

Since 2018, CPB has required that Community Service Grant (CSG) recipients provide annual workplace harassment and bias prevention training to their officers, senior management, employees, and interns. CSG recipients have been able to fulfill this requirement with online training provided by CPB at no cost or with training from another source of their choosing.

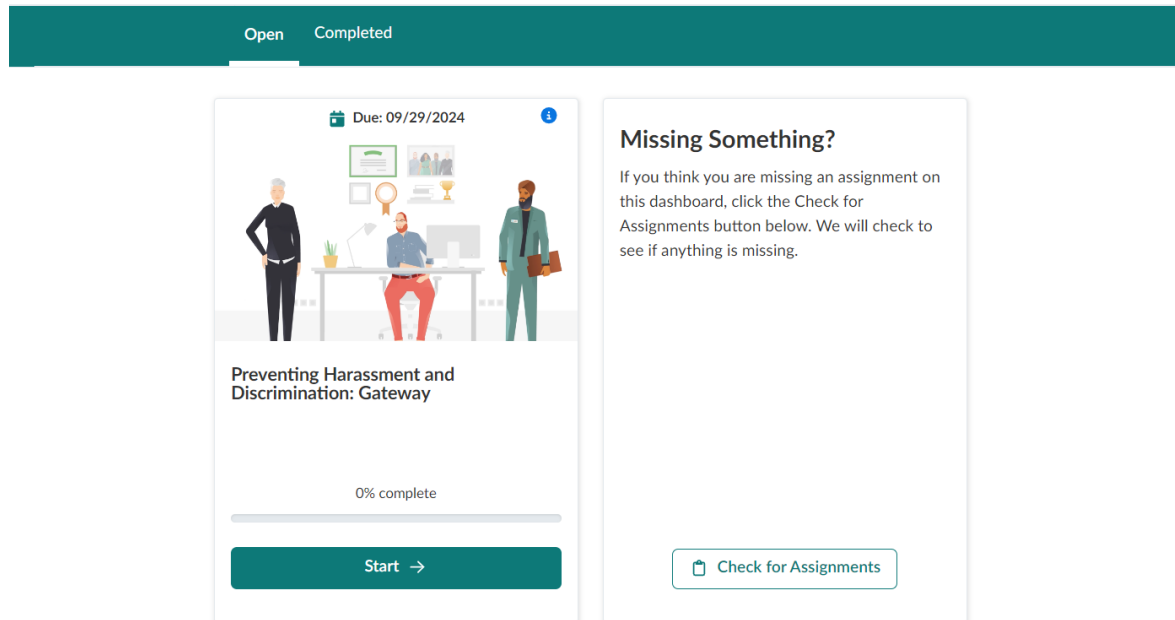
CPB is continuing to use EVERFI to provide online harassment and bias prevention training. We know you share our commitment to maintaining a work environment that is free from all forms of harassment and bias and appreciate your cooperation with the measures we are taking to enforce that commitment.

Your station has agreed to use EVERFI for this important training, which is why you are receiving this email. You may complete this training on your own schedule from any computer by using the link above to log in. **You must complete this training by .**

**Assigned Content**

Preventing Harassment and Discrimination: Gateway  
Due Monday, September 30, 2024

2. The learner will click the “Login” button in the email which will take them to the EVERFI login page. **If you have forgotten your password, please click the “Forgot Password” link to receive a temporary link to access your account and change your password.**
3. Enter your username – *this will be your email address.*
4. Enter your password– *you can change your password after your initial login.*
5. Click the Sign in button.
6. After the learner signs in with their login credentials or utilizes Single Sign On, the Learner Dashboard (below) will appear.



7. The Learn Dashboard shows the learner’s open and completed courses. Select the title of the course assigned to you under the Open Tab on the Learn Dashboard: **Preventing Harassment and Discrimination: Gateway**
8. To open a course, simply click Start or Continue at the right end of its row. The course will load in the same window.
9. You are now ready to complete the training. The training is approximately 30 minutes and includes various scenarios and exercises to help develop your knowledge of acceptable and unacceptable conduct. The course is a combination of Text and Video, and automatically saves as you progress. If you do have to exit the course, you will be able to come back later to complete it.
10. At the end of the course, you will be able to download a certificate to highlight that you have finished the course. The system will also record your completion of the training module and move the course to the Completed tab on your Learn Dashboard.

If you have any questions, please contact the training administrator at your station. Thank you in advance for your cooperation and participation in this important training program.