



Sexual Violence and Prevention Awareness Training

1. Am I required to complete this training?

Yes, it is expected of all employees and staff to complete this training annually. Reminders will be sent through *University of Nebraska System Learning (Bridge)* if you have not completed training in the last 365 days.

2. I am a part-time or temporary employee at the University. Do I still need to take it?

Yes, it is expected that you will complete the training. We strive to make campus as safe and welcoming as possible, and we can only do that when we are all informed.

3. What course am I supposed to take?

Your required course will automatically populate in your "Required Courses" based on your primary status at the institution. It will be as follows:

Undergraduate Students - *U Got This!*

Graduate and Professional Students – *U Got This! 2*

Employees – *Report = Support!*

4. How long will the training take?

Approximate times are listed below:

Undergraduate Students - *U Got This!* **60 minutes**

Graduate and Professional Students – *U Got This! 2* **45 minutes**

Employees – *Report = Support!* **30 minutes**

5. How do I log on to complete my training?

Accessing Bridge can be done in a variety of ways:

- a. For students and employees, select the link provided in the emails from *University of Nebraska System Learning (Bridge)*.
- b. For students and employees, you may access Bridge directly at <https://nebraska.bridgeapp.com>
- c. For employees, you may access Bridge via Employee Self Service tiles in Firefly.

6. Is there a preferred online browser that I should use to complete the training?

Ultimately you may choose whatever browser you are comfortable with, but we have found that learners who used Chrome or Firefox have experienced less technical issues compared to those using other browsers.

7. I am enrolled (or employed) at two different University of Nebraska campuses. Do I have to do the training twice?

While policies and procedures remain the same across the University of Nebraska system, the resources available at each campus may differ. If you are employed or enrolled at two different campuses, you will be required to complete the annual training for both.

8. I was an undergraduate at the University, but now I have started graduate courses and I am getting emails to complete the training. Do I have to do it again?

Yes, you will be required to complete the training. The courses for undergraduate and graduate students differ, so it is important that you complete the training based on your new status.

9. I am getting emails from University of Nebraska System Learning (Bridge) about training. They populate as “Non-NU Email”. Are they legitimate?

Emails from University of Nebraska System Learning (Bridge) populate outside of the University email system. It is very common for them to display as “Non-NU Email”. Rest assured that emails from this server are the official communications related to sexual violence prevention and awareness training. Bridge is a secure platform and will require you to use your NU credentials to log in.

10. How do I verify that I completed the training?

There are two ways to ensure that you complete the training:

- a. Your course will move from “Required Courses” to “Completed”.
- b. A certificate of completion will be generated once your course is complete.

11. How do I view my certificate?

- To view your certificate, ensure you are on the “My Learning” page in [Bridge](#).
- In the upper right corner, switch from **Grid** to **List View**.
- Find your completed trainings. There should be a “View Certificate” link where you can access and print out your certificate. (Sample below showing the link).



12. Do I need to send you my certificate of completion?

No, you do not need to send this to us. We are able to ensure completion in Bridge, and do not need to see this certificate. We do encourage users to print it or screenshot/save it for their own records. This may be helpful if you believe you completed it, but we do not have record of it.

13. I completed the training but I keep getting reminders saying that I need to complete the training.

If you are receiving reminder emails, and the course still populates under “Required Courses”, Bridge does not recognize that you completed the training. We suggest going back into the course that is not showing as completed. It could be that you got to the last slide but didn’t stay long enough for it to register as complete. After reviewing/listening to the last slide again, exit the training and see if that resolves the issue and populates a certificate for you.

14. I think I did the training, but when I select the course it takes me to the beginning again. What do I do?

This could happen for a variety of reasons. Some of them are included below:

- a. You lost internet midway through the training. If this occurs, the system may not recognize that you continued working on it, and was not be able to save your progress. If this occurs, unfortunately you will need to start the training over again.
- b. You closed one of the Bridge windows midway through the training. **Please do not close any of the Bridge windows while doing the training.** Doing so may cause the training to disconnect from the server that registers completion. If this occurs, unfortunately you will need to start the training over again.
- c. You walked away from the computer and the server timed out. If this occurs, unfortunately you will need to start the training over again.
- d. It could be a technical error with your computer or system. If you are frequently experiencing issues as you go through the training, it is recommended that you attempt to do the training on another device or reach out to staff on your campus (below).

15. I didn't get an email from Bridge telling me I need to do the training. How should I check if I need to do it?

To view if your training is current, log into Bridge and see if your respective course populates under "Required" or "Completed". If it populates under "Completed" you do not need to worry about it taking it right now. If it populates under "Required" you need to complete it. It may be that you didn't receive the email because it was mistakenly sorted to SPAM or was inaccurately filtered.

16. Who do I talk to if I have concerns or issues while completing this training?

Contact information for the following campuses can be found below:

UNL

Ryan Fette
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