



Title IX Training FAQ

1. Am I required to complete this training?

Yes, it is expected that all individuals should complete this training annually. Every learner will be enrolled in the training each fall, and is expected to complete the training in the specific number of days. Reminders will be sent through *University of Nebraska System Learning (Bridge)* if you have not completed it.

2. I have concerns about taking this training. Who do I talk to?

If you have concerns about taking this training, UNO individuals should email Catherine Link at catherinelink@unomaha.edu

3. 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.

4. 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.

5. What course am I supposed to take?

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

Title IX Training - Undergraduate Students

Title IX Training - Graduate and Professional Students

Title IX Training - Faculty and Staff

6. How long will the training take?

Approximate times are listed below:

Title IX Training - Undergraduate Students **60 minutes**

Title IX Training - Graduate and Professional Student **45 minutes**

Title IX Training - Faculty and Staff **30 minutes**

7. 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.

8. My TrueYou credentials aren't working. Can you reset my password?

Title IX staff do not have access to TrueYou credentials and cannot assist with that log-in information. Please contact [UNO IT Services](#) for any questions regarding your TrueYou account or logging in.

9. 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.

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

While the University of Nebraska campuses share the same training, it may depend on your campuses and enrollment. Please contact your campus training representative (bottom of the page) if you noticed your enrolled for two different Title IX courses on Bridge.

11. 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?

Please contact your campus training representative (bottom of the page) if you noticed your enrolled for two different Title IX courses on Bridge.

12. 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.

13. 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.

14. 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.

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. 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.

17. 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. Please contact your campus training representative (bottom of the page).
- 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. Please contact your campus training representative (bottom of the page).
- c. You walked away from the computer and the server timed out. Please contact your campus training representative (bottom of the page).
- 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 (bottom of the page).

18. I think I did the training, but I keep getting reminders from Bridge.

If you continue to get reminders, that means Bridge does not see your training as completed. Please log back in to view your training status. Sometimes users get to the last slide but the audio is not completed. When this occurs, Bridge may not see the training as complete. Make sure you let the last slide finish reading before exiting. If the issue persists, please contact your campus training lead below.

19. I am stuck in the training and cannot advance.

This could happen for a variety of reasons. Some troubleshooting tips that we encourage:

- Try on a different browser. Chrome and Firefox are encouraged.
- Try on a different device.
- When starting the training please select "Automatically play audio". A limited number of users have encountered functionality issues with their browser when they select "Audio to play upon click". Sometimes you will need to go back to the previous slide, select automatically play audio, then try to advance to the slide you were just on.
- If you have tried the above and still have issues, please contact your campus training lead below.

20. I have questions about training specific to one of the campuses. Who do I talk to?

Contact information for the following campuses can be found below:

UNO

Catherine Link
catherinelink@unomaha.edu
402.554.6452

UNMC

Carmen Sirizzotti
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NCTA

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