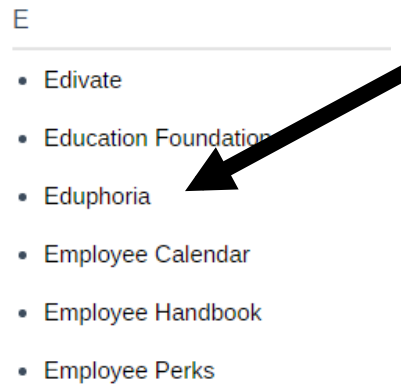


Compliance Bundle Access Instructions

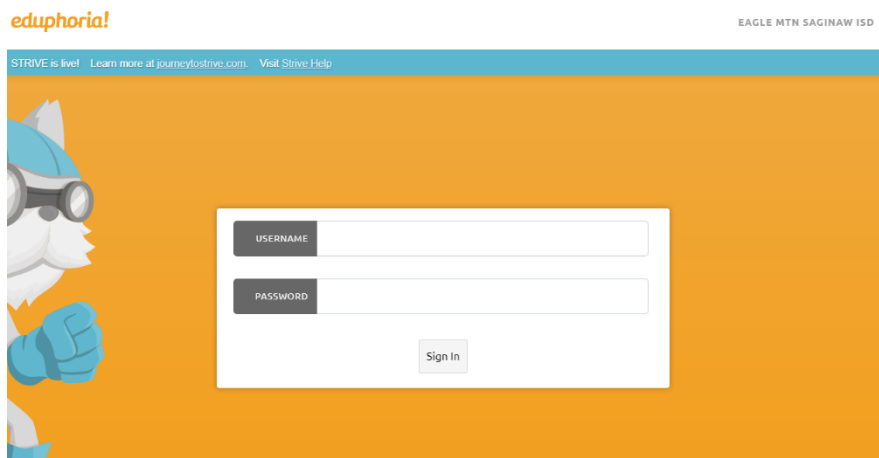
1. Go to www.emsisd.com, then click on the Employees tab.



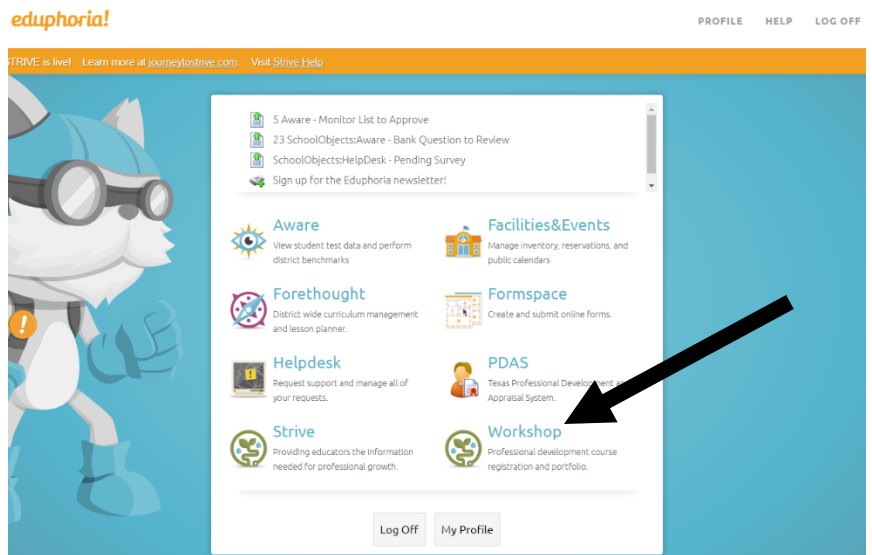
2. Click on the Eduphoria link.



3. Log in to Eduphoria using your computer log in.



4. Click on Workshop link.



5. In the list of course categories, click eCourses.

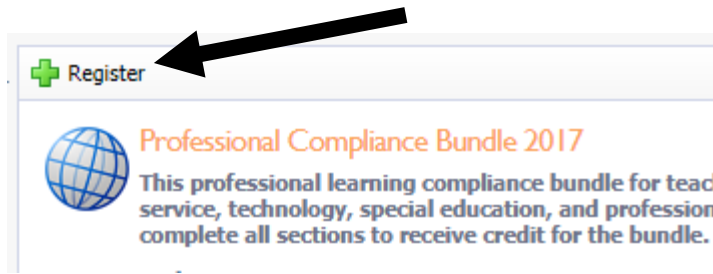


6. Choose **Professional Compliance Bundle 2017** if you are a teacher, administrator, or other certified staff member.

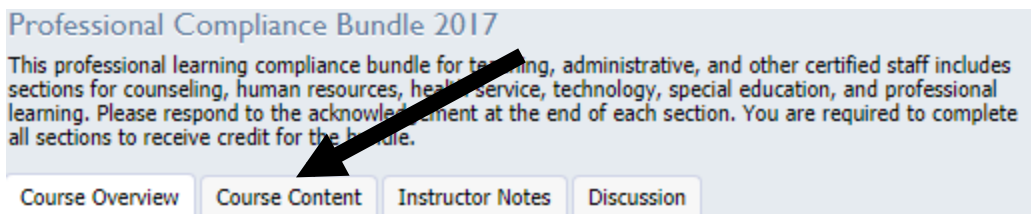
Choose **Basic Compliance Bundle 2017** if you are a paraprofessional, auxiliary, or administrative non-instructional staff member.



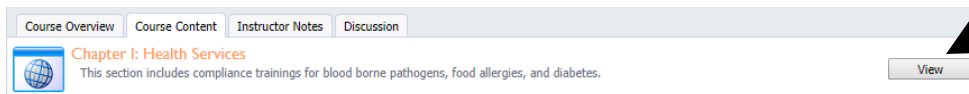
7. Click the +Register link above the course details.



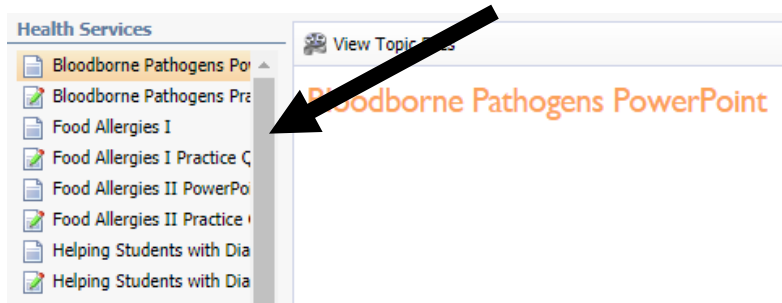
8. To access the course content, click the Course Content tab.



9. Click the View button next to each chapter to view the subsections, files and quizzes.



10. Within the chapter, you will need to click each subsection and complete each practice quiz in the list on the left.



Once you have clicked each subsection and completed each quiz in the chapter, you will need to close the window to return to the list of chapters. The completed chapter will have a green checkmark next to it.



11. Some of the subsections have links directly to the content embedded on the page.

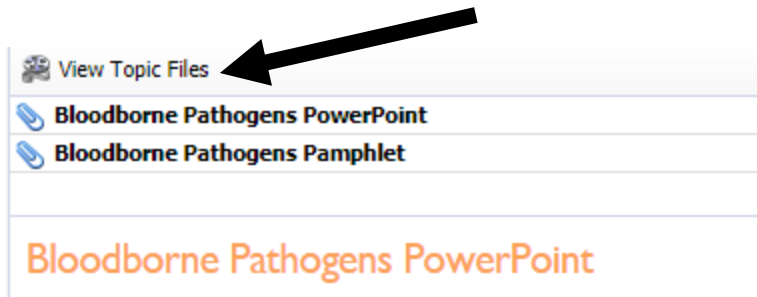
Sexual Harassment Video

Please click the appropriate link below to begin either the Sexual Harassment (English) or Sexual Harassment (Spanish) training.

[Sexual Harassment Video \(English\)](#)

[Sexual Harassment Video \(Spanish\)](#)

Some will require you to click the View Topic Files link above the page details.



12. If you leave the eCourse before it is complete, you will need to go to Workshop, click on My Portfolio in the upper left corner,



click on the name of the course in the list on the left side of the screen,



then click on the Course Content tab as shown in step 8.

13. Once all of the chapters in the course have been completed, you may request course credit by clicking the Request Credit link above the course details. This link will not be available until all chapters have been completed and have a green checkmark next to them.

