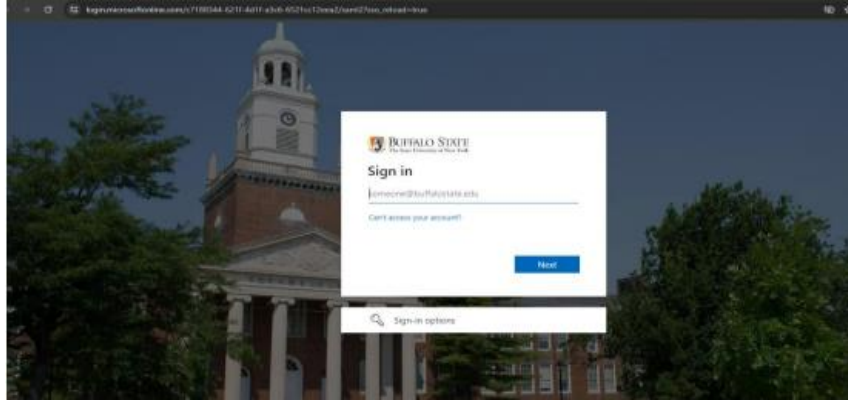
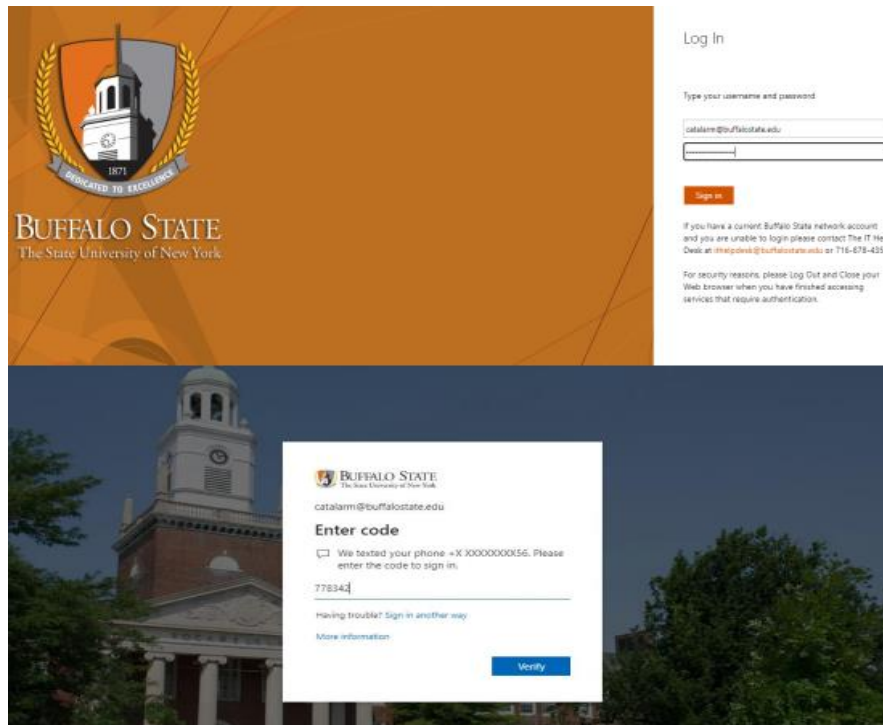


Instructions for Completing the Title VI of the Civil Rights Acts of 1964 Training in BizLibrary

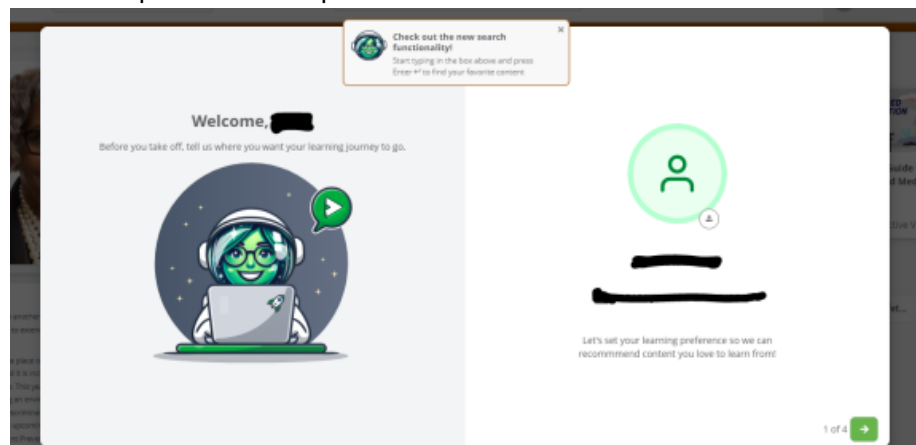
- 1.) Open Google Chrome. Visit <https://buffalostate.bizlibrary.com>. Type in your Buffalo State email address.



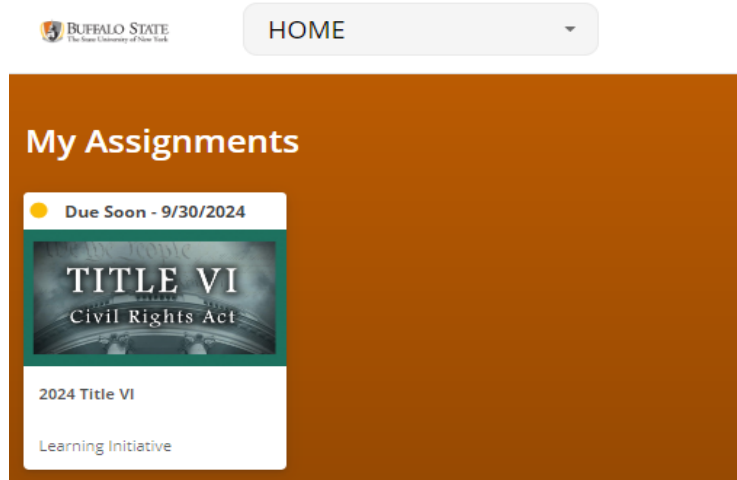
- 2.) This will take you to our organization's log in page. Type in your Buffalo State email address and password, and select "Sign in." Verify your identity by selecting the phone number to call or text for the multifactor authentication. Type in the code.



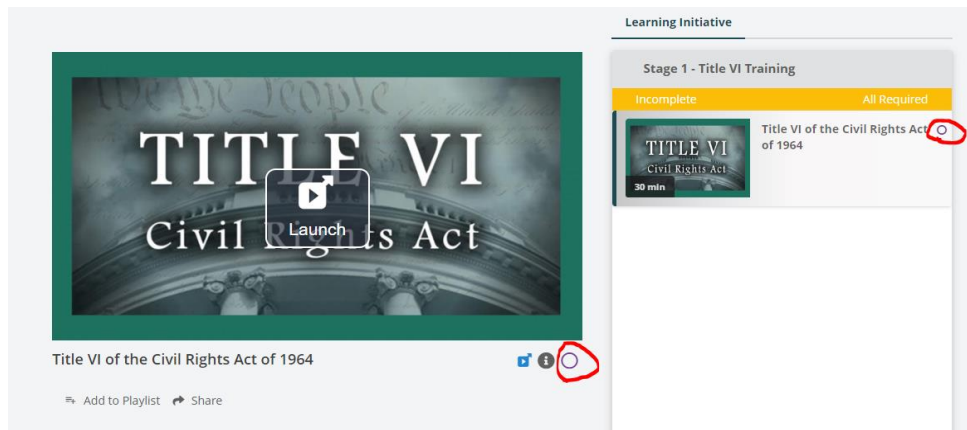
- 3.) BizLibrary MAY show you a screen where you need to select your learning preferences before proceeding to the homepage. Please complete the 4-steps.



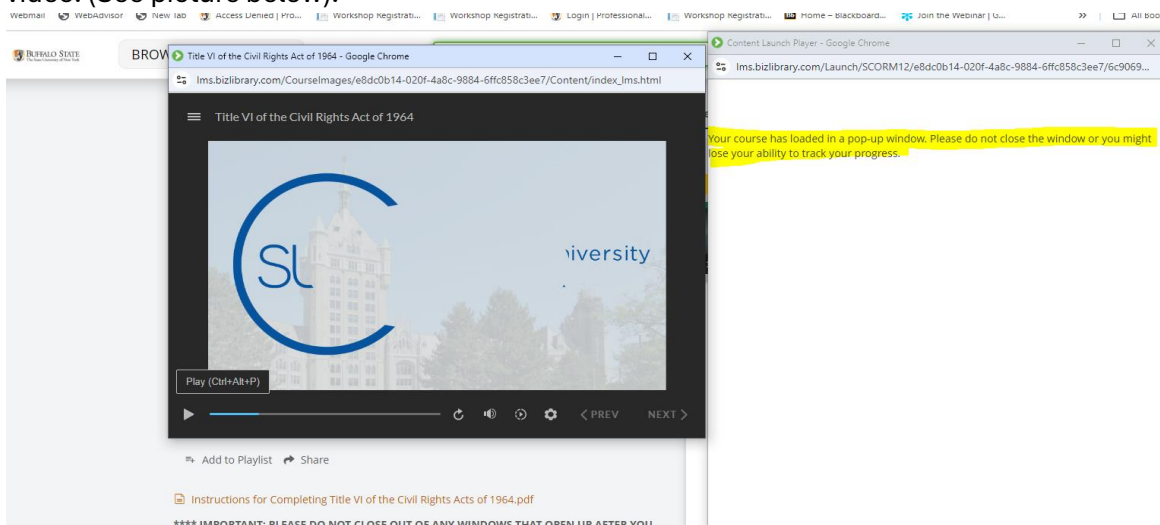
- 4.) Now, you are on the HOME page in BizLibrary. The Title VI training will be under the “My Assignments” tab. Click on the “2024 Title VI” training to open the learning initiative.

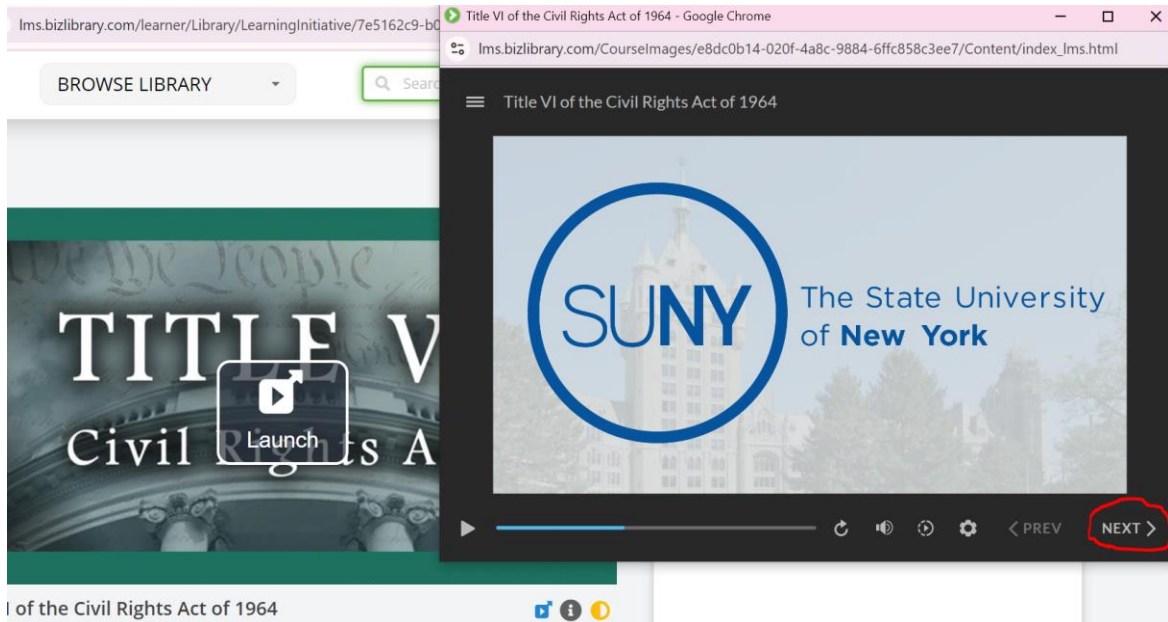


- 5.) Keep in mind: As you enter the learning initiative, there will be a circle (circled in red in the below picture) which indicates you have not started viewing the content yet.

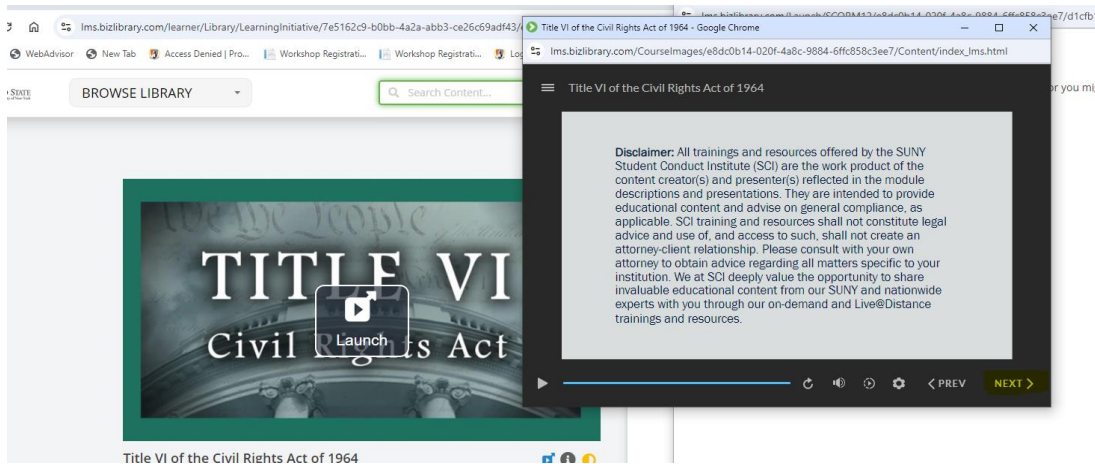


- 6.) Click on the “Launch” icon to open the module. It will appear in two separate windows – a pop-up window and the training video. **DO NOT CLOSE OUT OF THE POP-UP WINDOW, OR YOU WILL NOT RECEIVE CREDIT FOR COMPLETING THE TRAINING.** On the training video, Click “Next” to proceed through the video. (See picture below).

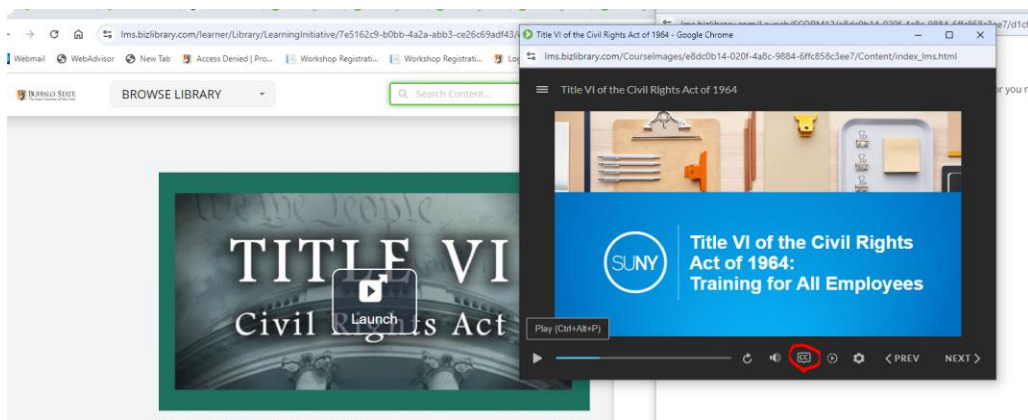




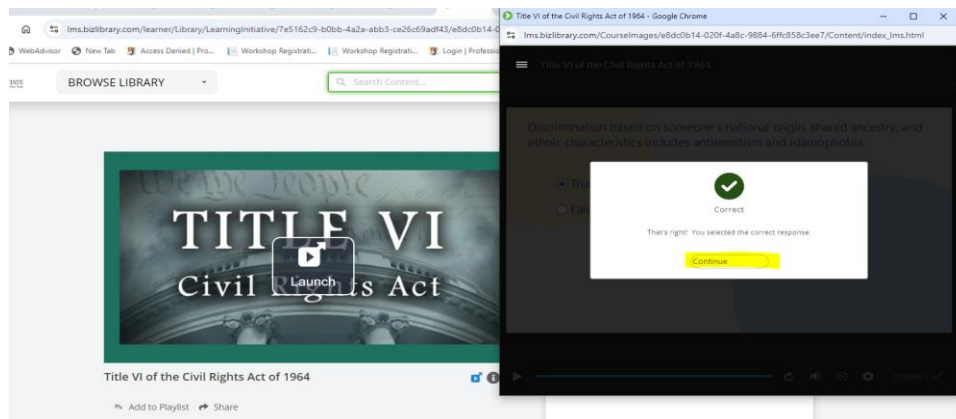
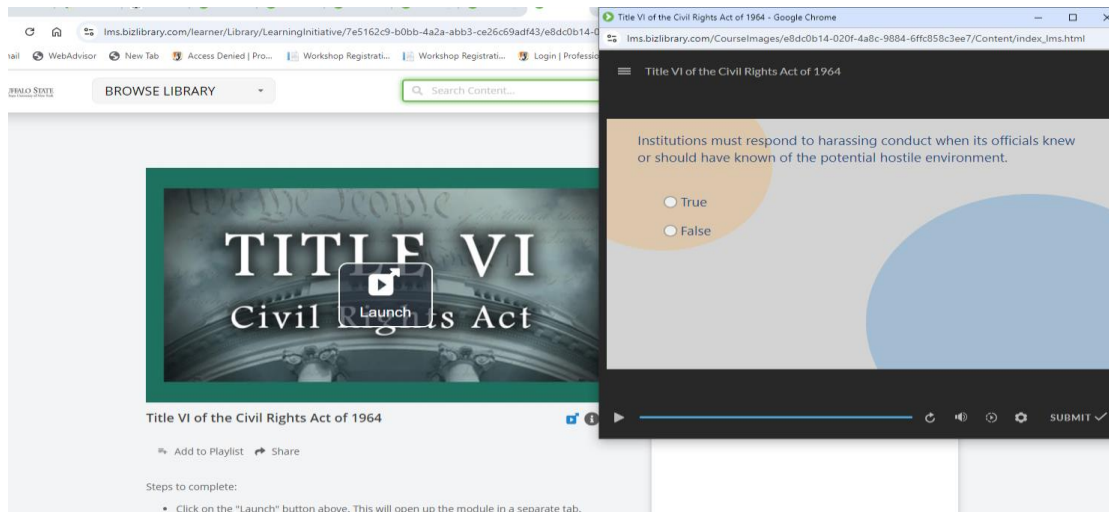
- 7.) There is audio to the video, so please turn your volume up and/or use closed captions (CC), which will be available after you select “Next” and read the “Disclaimer” on the screen.



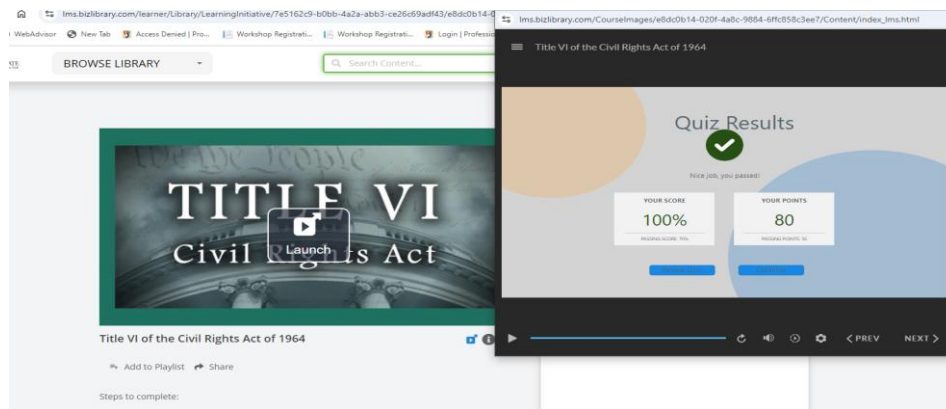
**** Note: Closed Captions icon is circled in red below:**



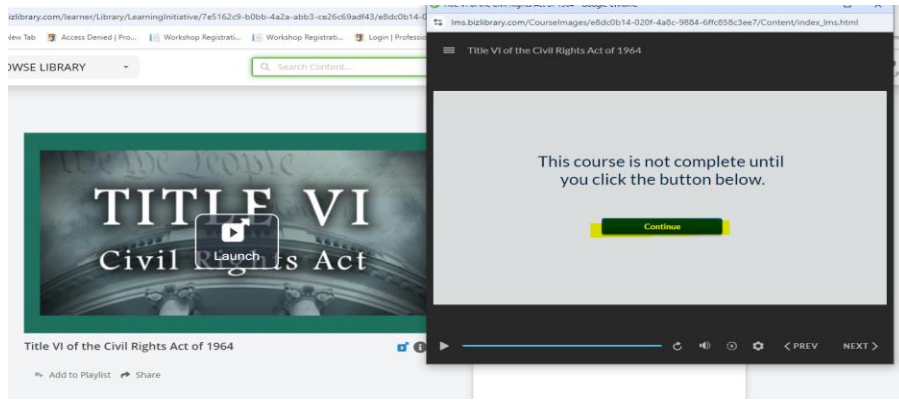
- 8.) There are also options to pause, replay, raise or lower volume, settings, see previous screen, and a next arrow. Proceed through the video and click “Next” when needed.
- 9.) When you have completed listening/viewing the content, you will be prompted to respond to 8 quiz questions. After selecting your answer choice(s), select the “Submit” button at the bottom right to see how you responded, and select the “Continue” button.



10.) You must score higher than 70% to pass the quiz. When you see your quiz results, select “Continue”.



11.) This will take you to a screen that reads, “This course is not complete until you click the button below.” Pause for 10 seconds before you click the “Continue” button. This will close the window and take you back to the BizLibrary page.



12.) Now, you should see a green check mark next to the learning initiative. (Circled in red below). This means you have completed the training.

