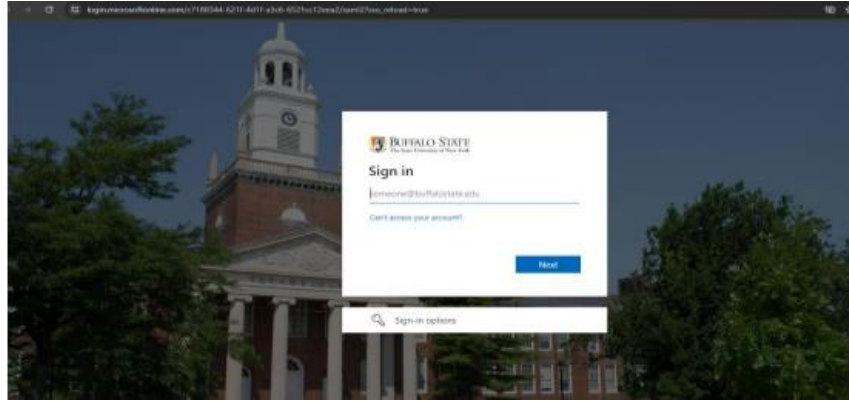
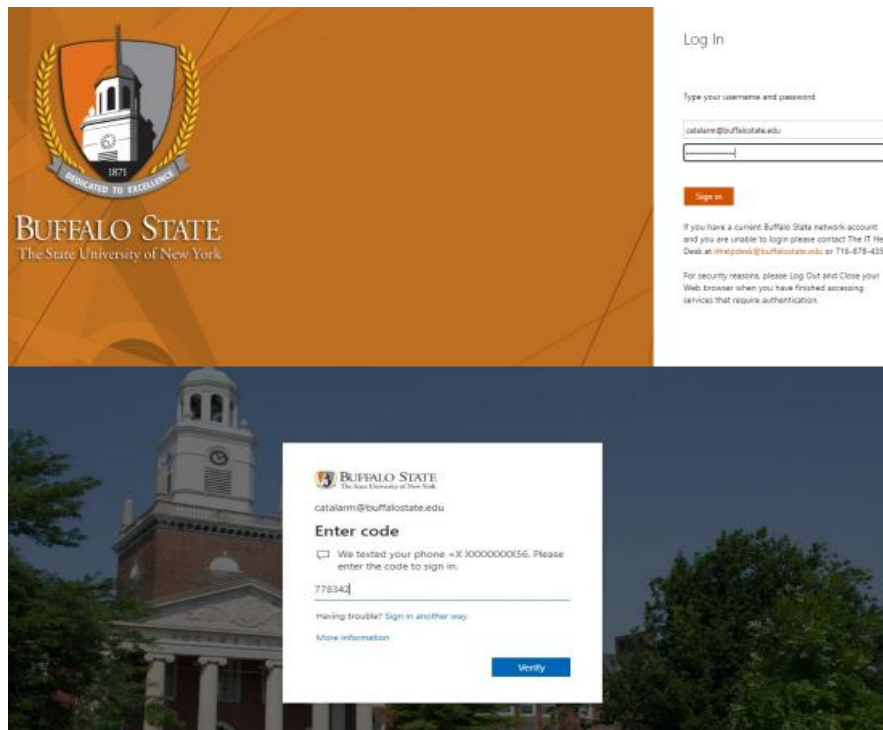


Instructions for Completing the Sexual Harassment Prevention Training Video

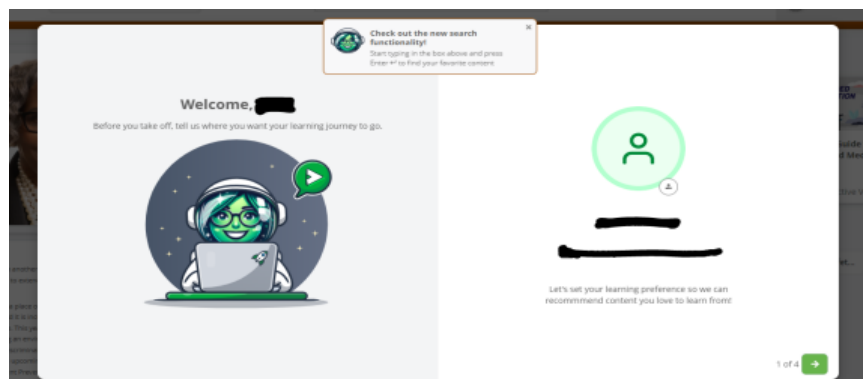
1.) Open Google Chrome. Visit <https://buffalostate.bizlibrary.com>. Type in your Buffalo State email address.



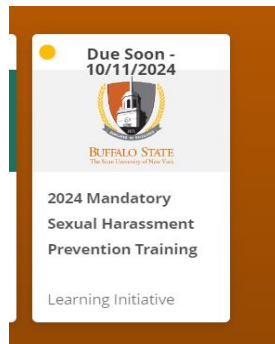
2.) This will take you to our organization's log in page. Type in your Buffalo State email address and password, and select "Sign in." Verify your identity by selecting the phone number to call or text for the multifactor authentication. Type in the code.



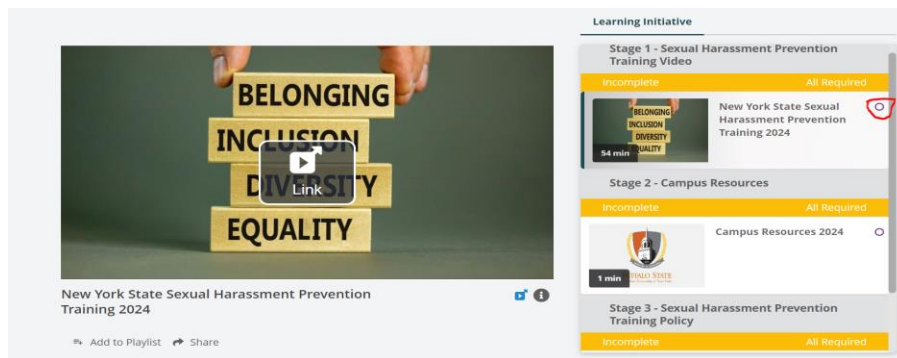
3.) BizLibrary MAY show you a screen where you need to select your learning preferences before proceeding to the homepage. Please complete the 4-steps.



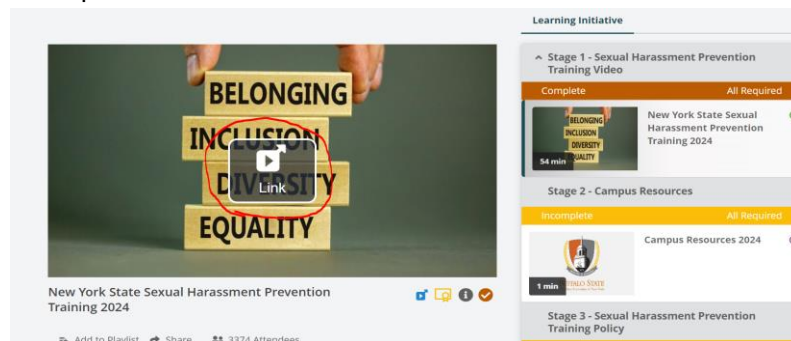
4.) Now, you are on the HOME page in BizLibrary. The training will be under the “My Assignments” tab. Click on the “2024 Mandatory Sexual Harassment Prevention Training” to open the learning initiative.



5.) The below picture is what you will see. There are 3 stages to complete to successfully receive credit for this learning initiative.



6.) Click on the “Link” icon to open the video.

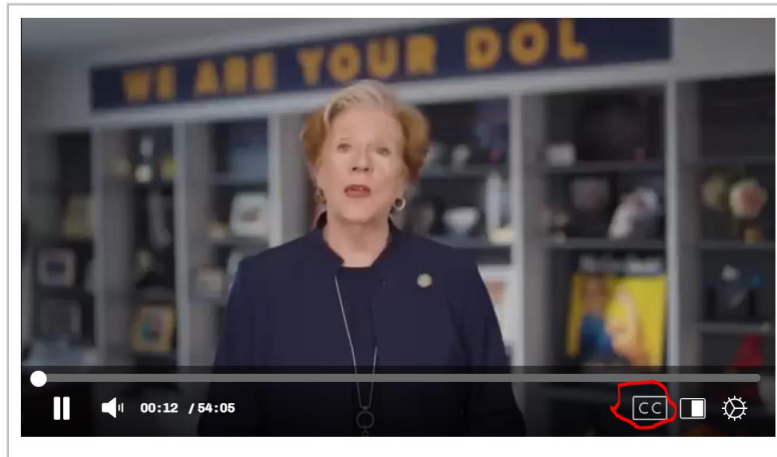


7.) It will open in a new window. Do not close out of the original BizLibrary tab, because you will need to go back and complete Stage 2 and Stage 3. Click the play button (circled in red below) to start the video. Turn your volume up to listen to the training.

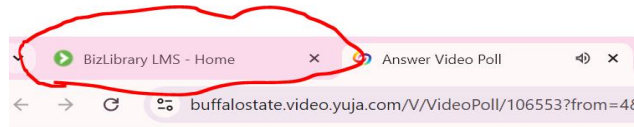


8.) In this video, you can pause, raise the volume, and select closed captions:

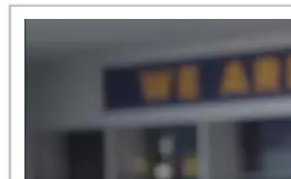
NYS Sexual Harassment Prevention Training 2024



9.) Once you have watched the video, return to the BizLibrary tab (Circled below).





NYS Sexual Harassment Prevention Training 2024

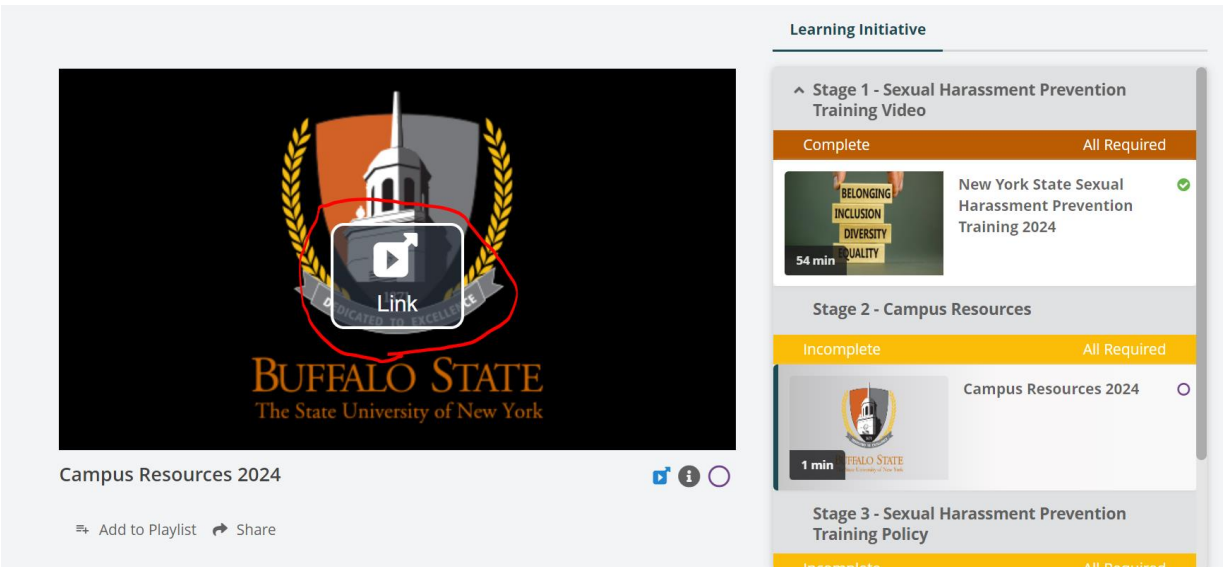


10.) Now, you will have a green checkmark at the corner of Stage 1, indicating you have completed this part of the training. Next, you will continue to Stage 2, "Campus Resources 2024." Click "Campus Resources 2024," to open that stage.

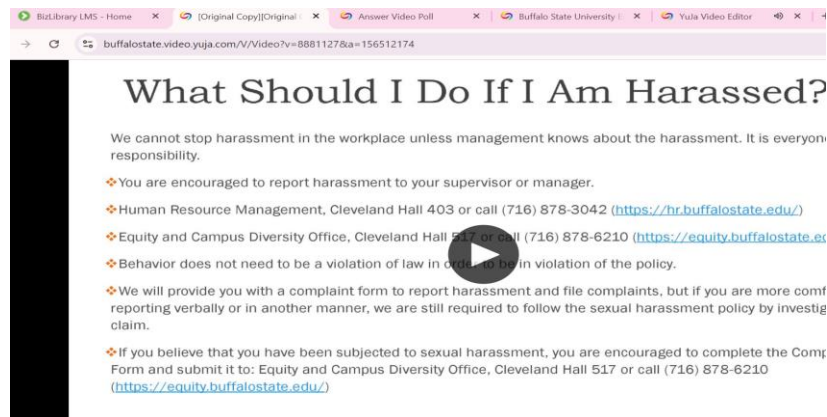
Learning Initiative

- Stage 1 - Sexual Harassment Prevention Training Video
 - Complete All Required
 - New York State Sexual Harassment Prevention Training 2024 
- Stage 2 - Campus Resources
 - Incomplete All Required
 - Campus Resources 2024 
- Stage 3 - Sexual Harassment Prevention

11.) Click on the "Link" to open the video:



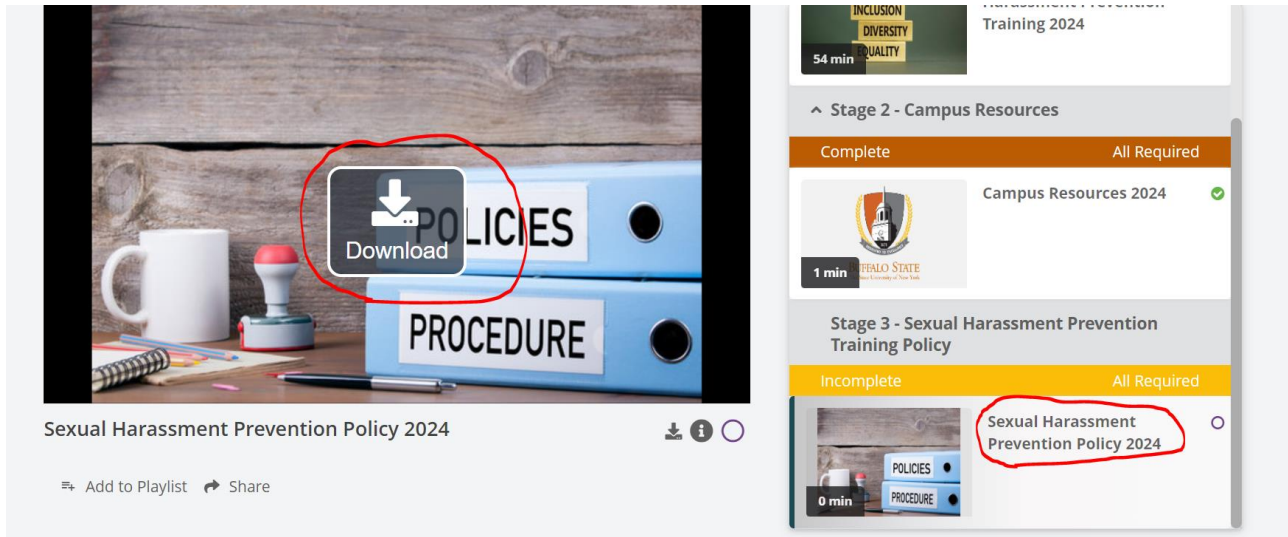
12.) This will open the video in a new window. Please keep the BizLibrary tab open, so you can complete Stage 3 to complete the training. Select the play button in the middle to watch the video.



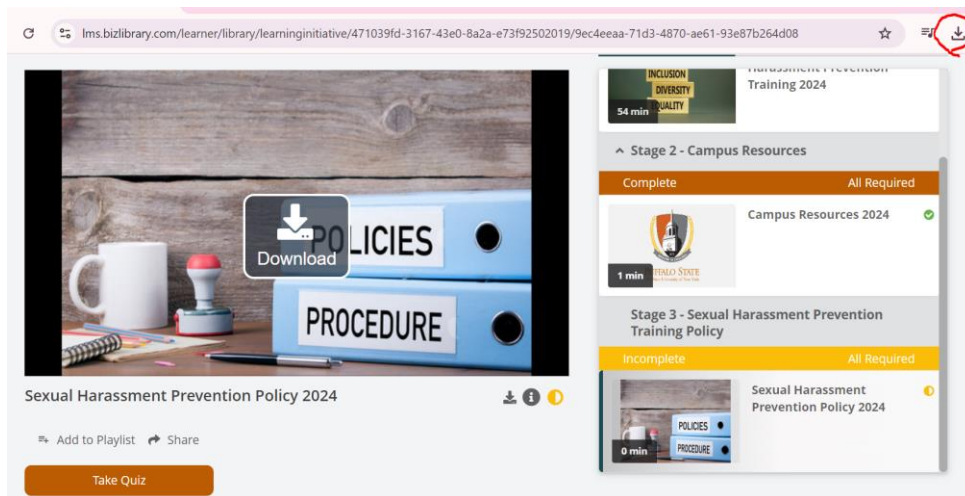
13.) After you have watched the video, please go back to the BizLibrary tab. Now, you will have a green check mark and see “Complete” for Stage 2. Now, move on to Stage 3.



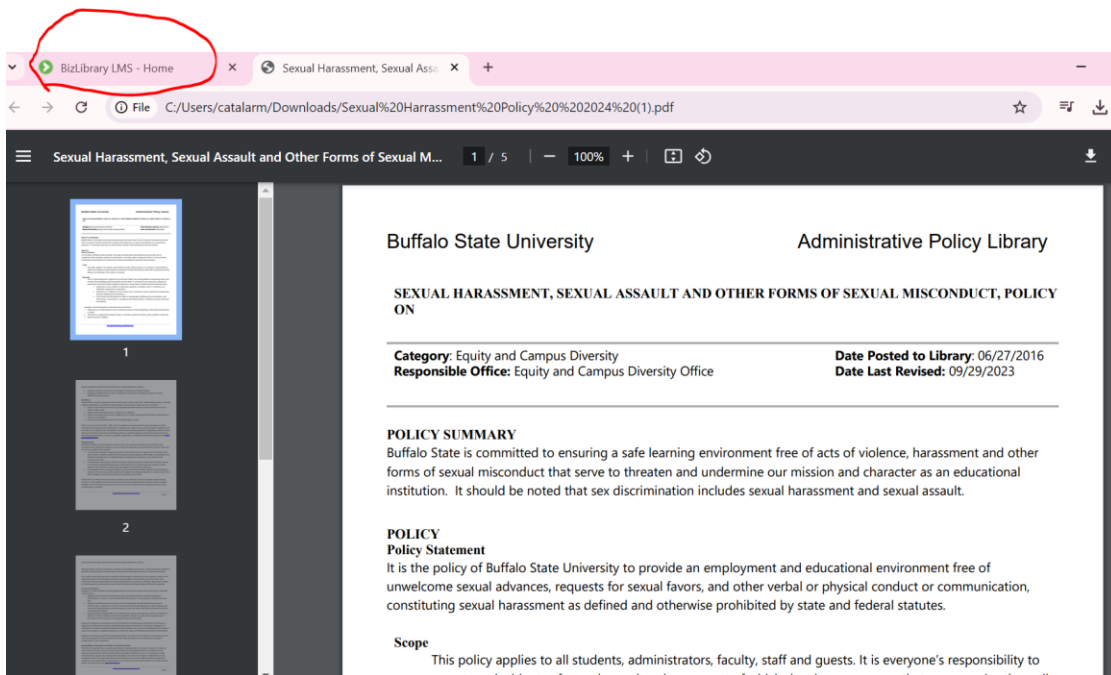
14.) Under “Stage 3 – Sexual Harassment Prevention Training Policy,” Click on “Sexual Harassment Prevention Policy 2024.” Then, click on “Download” to receive the policy.



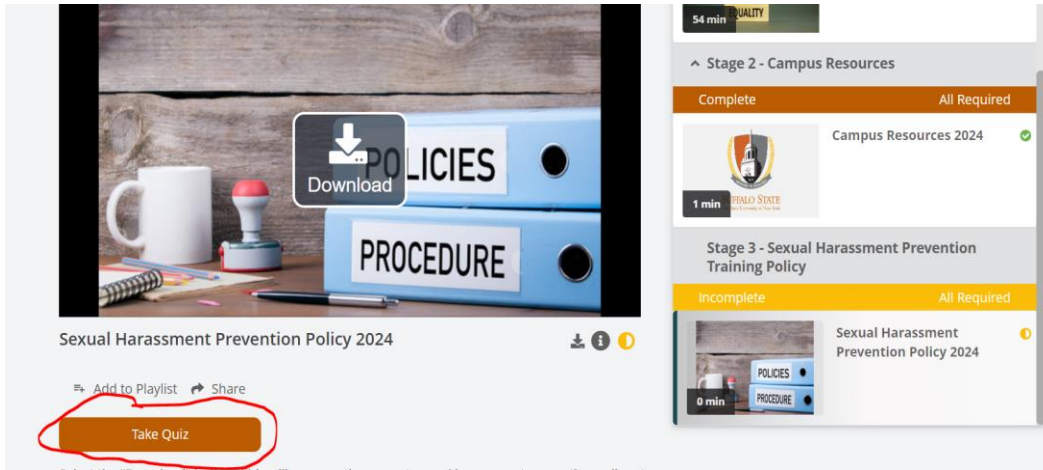
15.) The document should go to your downloads (circled in red in the below picture).



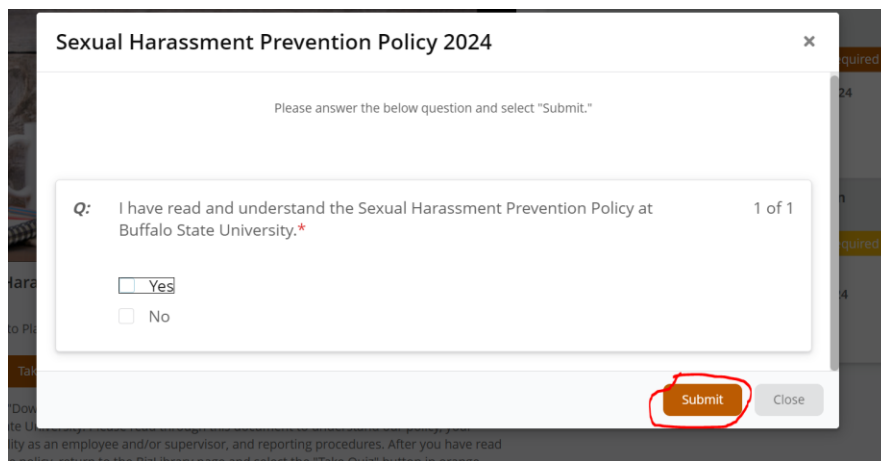
16.) Open and read the document. After you have read the document, once again, go back to the BizLibrary tab and take the quiz to complete the training:



17.) Select the Take Quiz button:



18.) Respond to the question and select "Submit."



19.) Your quiz will be graded, and you will be given an option to print and/or view your certificate. HRM does not need this information, so no need to print or send, as we will already have you as completed in our system.

