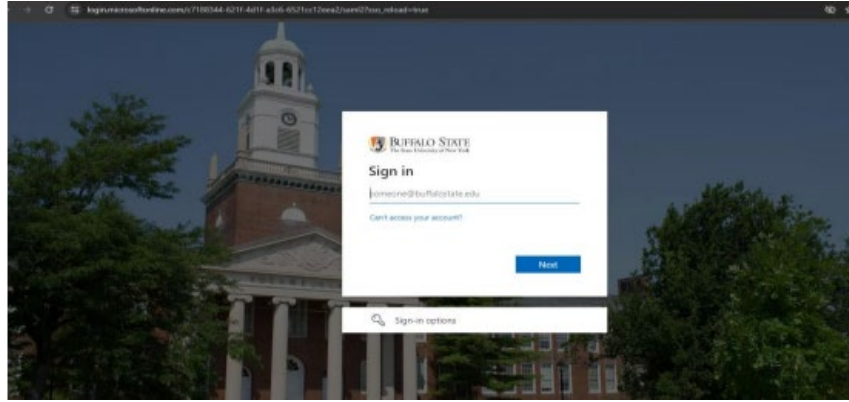
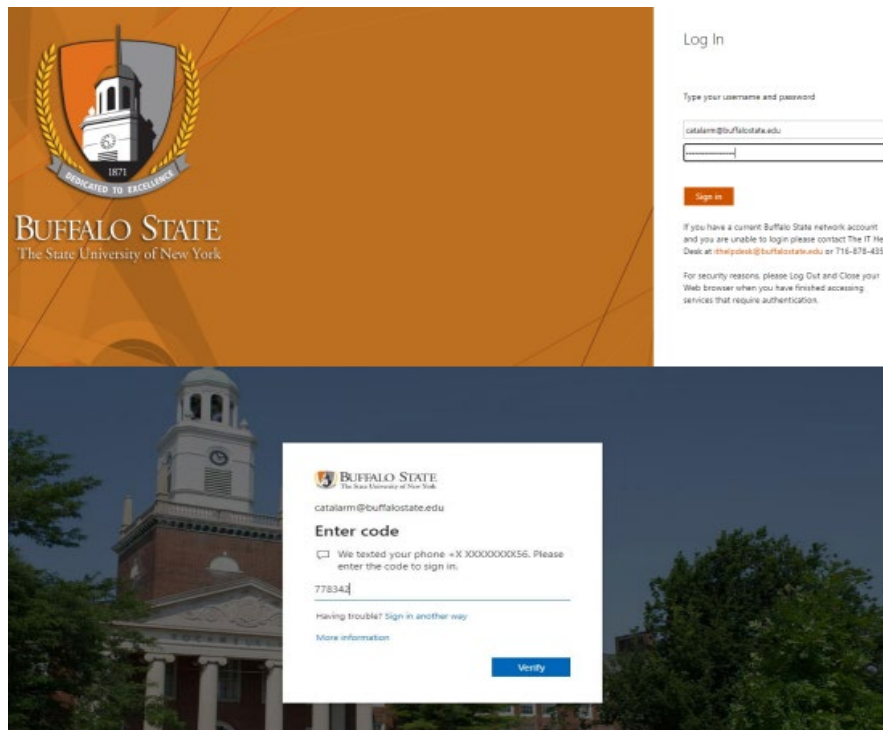


Instructions for Completing the Sexual Harassment Prevention Training Video

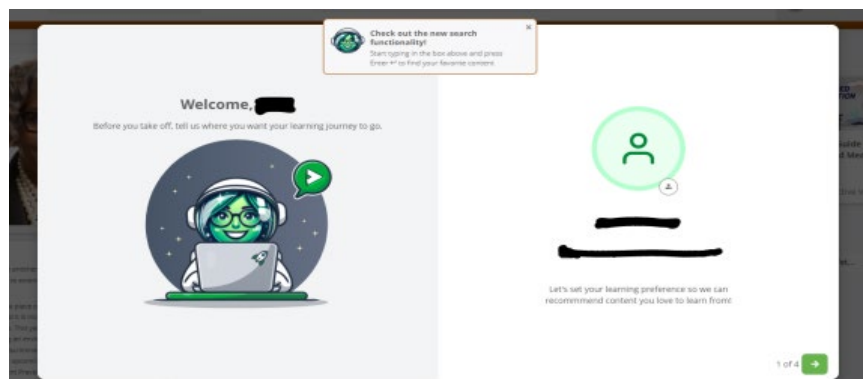
1.) Open Google Chrome. Visit <https://buffalostate.bizlibrary.com>. Type in your Buffalo State email address.



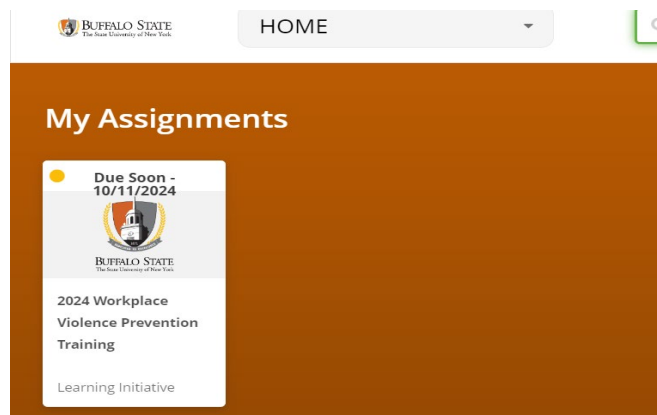
2.) This will take you to our organization's log in page. Type in your Buffalo State email address and password, and select "Sign in." Verify your identity by selecting the phone number to call or text for the multifactor authentication. Type in the code.



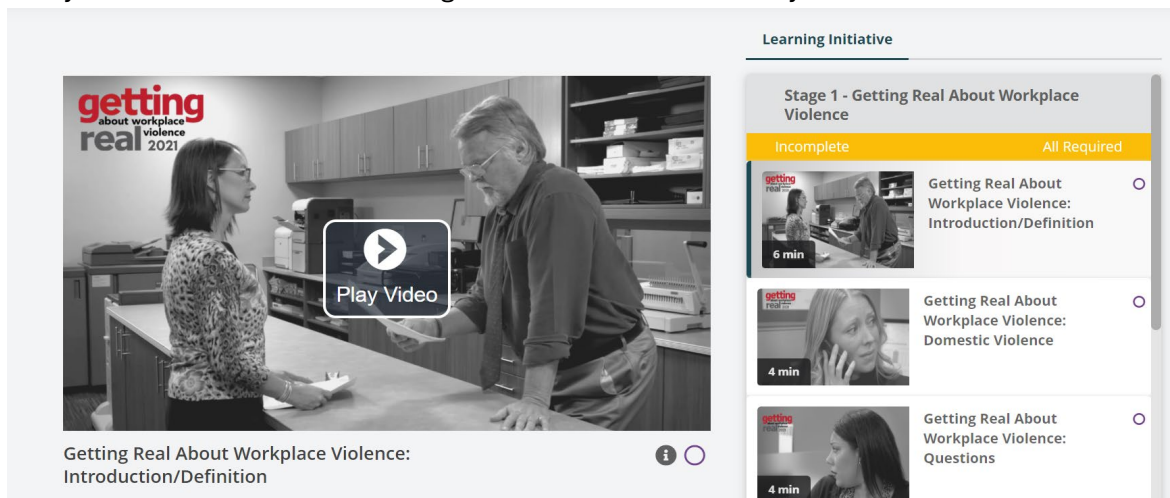
3.) BizLibrary MAY show you a screen where you need to select your learning reasons preferences before proceeding to the homepage. Please complete the 4-steps.



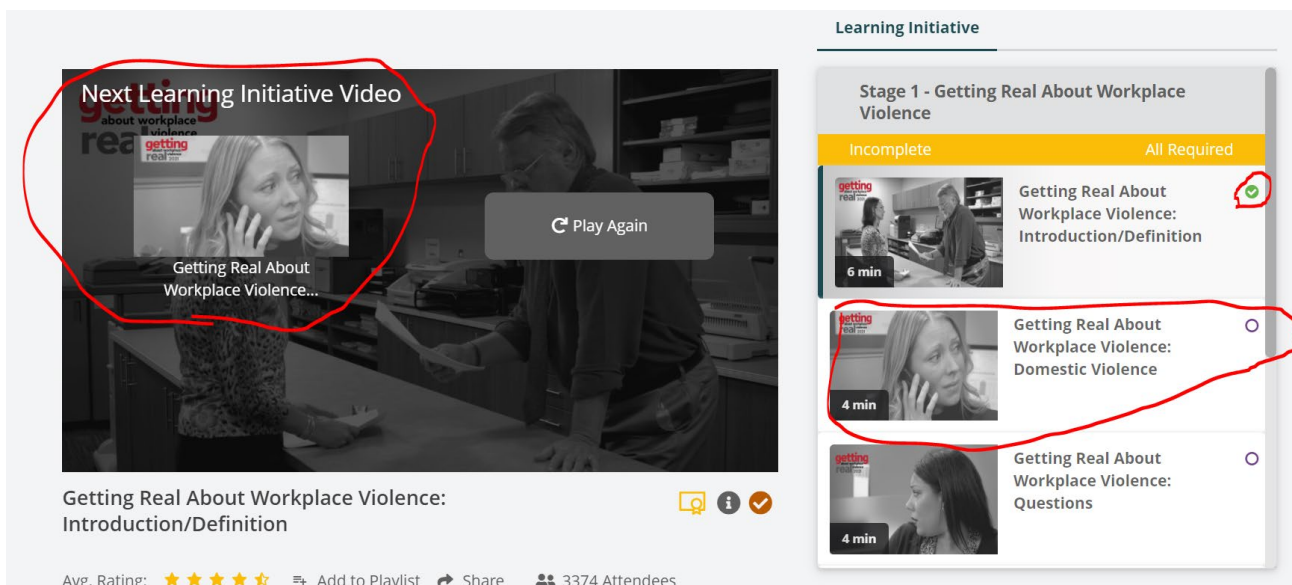
4.) Now, you are on the HOME page in BizLibrary. The training will be under the “My Assignments” tab. Click on the “2024 Workplace Violence Prevention Training” to open the learning initiative.



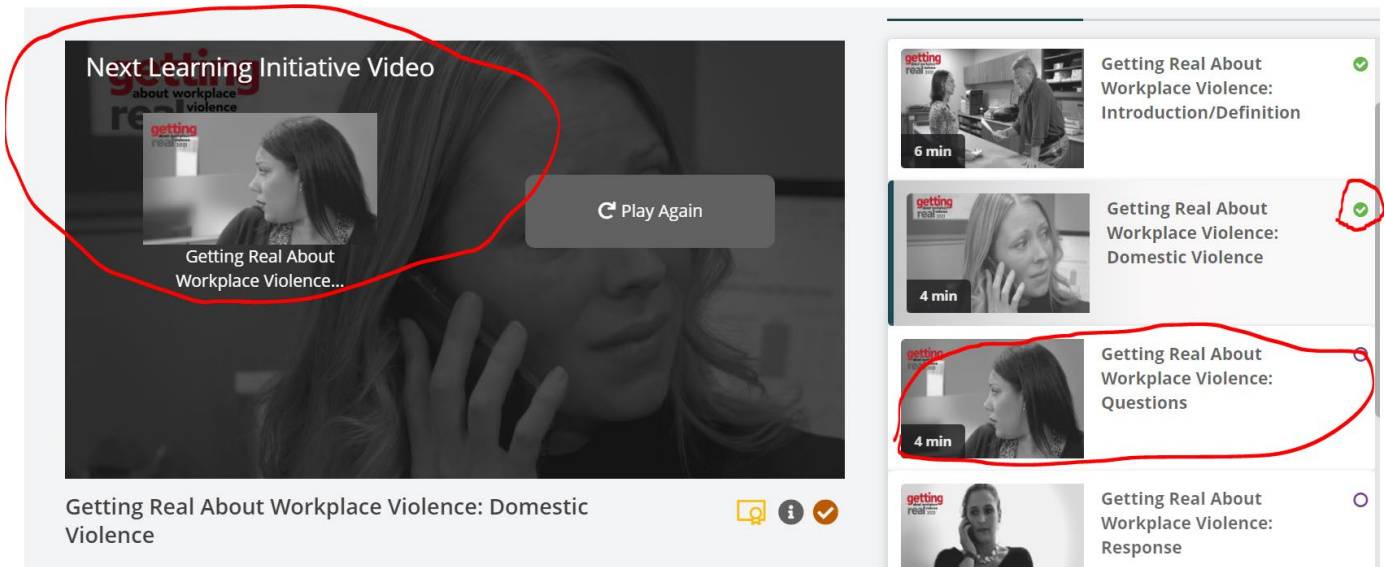
5.) The below picture is what you will see. There are 2 stages (4 videos, and the policy) to complete to successfully receive credit for this learning initiative. Click on the “Play Video” icon to watch the first video.



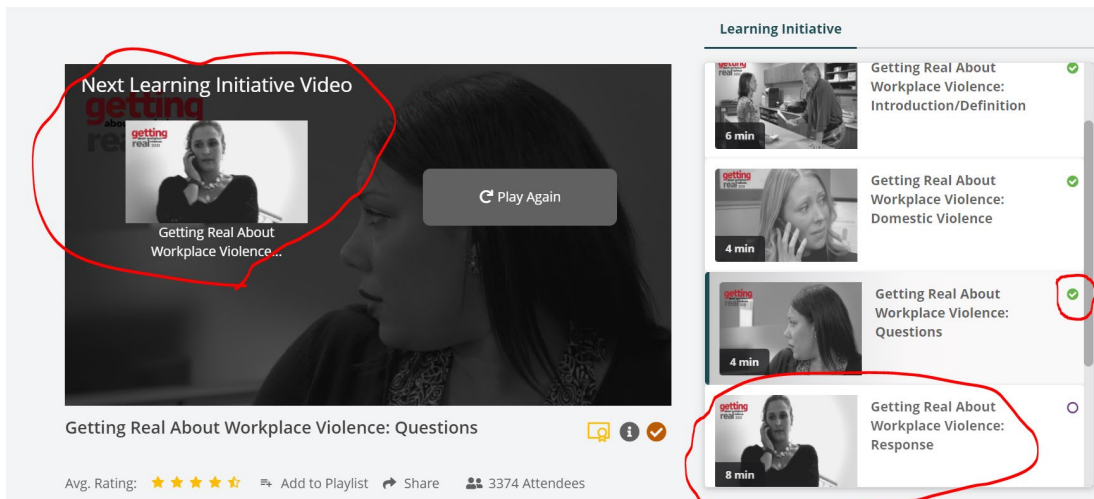
6.) After you have watched the first video, you will notice a green checkmark next to that video. You can either click under the first video where it says “Getting Real about Workplace Violence: Domestic Violence,” or click where I circled in red under “Next Learning Initiative Video” to play the next video. Select “Play Video.”



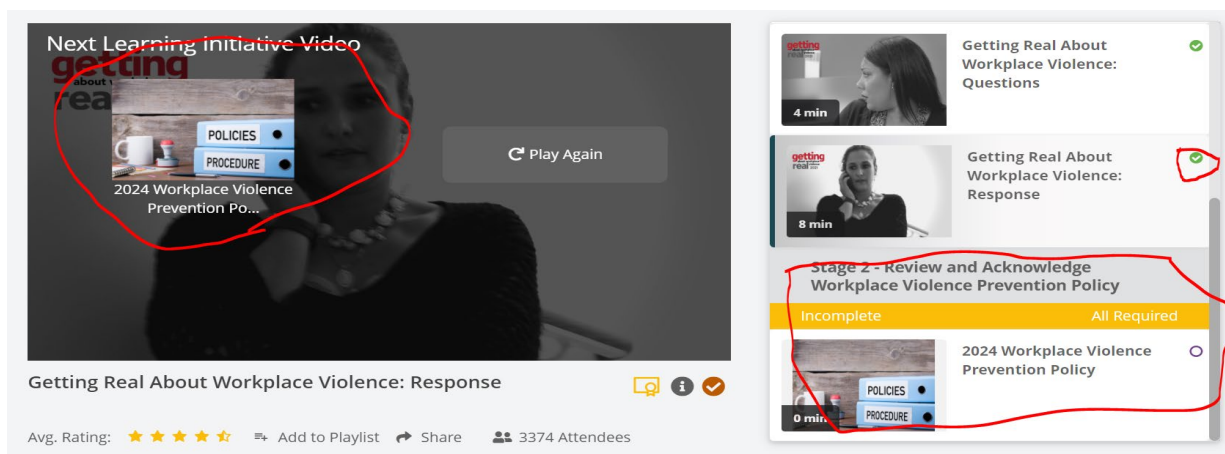
7.) After you have watched the first video, you will notice a green checkmark next to that video. You can either click under the last video where it says “Getting Real about Workplace Violence: Questions,” or click where I circled in red under “Next Learning Initiative Video” to play the next video. Select “Play Video.”



8.) After you have watched the first video, you will notice a green checkmark next to that video. You can either click under the last video where it says, “Getting Real about Workplace Violence: Response,” or click where I circled in red under “Next Learning Initiative Video” to play the next video. Select “Play Video.”



9.) After you watch the last video in Stage 1, you will continue to Stage 2, “2024 Workplace Violence Prevention Policy.” Click either under Stage 2, or where I circled in red under “Next Learning Initiative Video.”



10.) Select Download and open the policy. Read through the policy and return back to the BizLibrary tab to respond to the 2 questions.

The screenshot shows a video player on the left with a 'Download' button circled in red. The video title is '2024 Workplace Violence Prevention Policy'. To the right is a 'Learning initiative' sidebar for 'Stage 1 - Getting Real About Workplace Violence'. It lists three items under 'All Required': 'Getting Real About Workplace Violence: Introduction/Definition' (6 min), 'Getting Real About Workplace Violence: Domestic Violence' (4 min), and 'Getting Real About Workplace Violence: Questions' (4 min). All items have a green checkmark.

11.) Click on "Take Quiz" in orange.

This screenshot is similar to the previous one, but the 'Take Quiz' button at the bottom left of the video player is circled in red. The 'Learning initiative' sidebar on the right remains the same.

12.) Answer the two questions and click "Submit."

The screenshot shows a quiz window titled '2024 Workplace Violence Prevention Policy'. It contains two questions:

- Q: I have read and understand Buffalo State University's Workplace Violence Prevention Policy.* (1 of 2)
 Yes
 No
- Q: I understand the procedure for reporting workplace violence on campus.* (2 of 2)

At the bottom right, the 'Submit' button is circled in red.

13.) 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.

2024 Workplace Violence Prevention Policy ✕

You scored **100%** (you needed 100% to pass).Congratulations, you passed!

[PRINT](#) [VIEW CERTIFICATE](#)

Q: I have read and understand Buffalo State University's Workplace Violence Prevention Policy.* 1 of 2

Yes *(Correct Answer)*

No

[Close](#)