

Non-Discrimination/Harassment Training: Getting Started

To access Non-Discrimination/Harassment online training, go to <https://elearn.tbronline.org>. Click on the 'External Registration' link.

Welcome to TBR

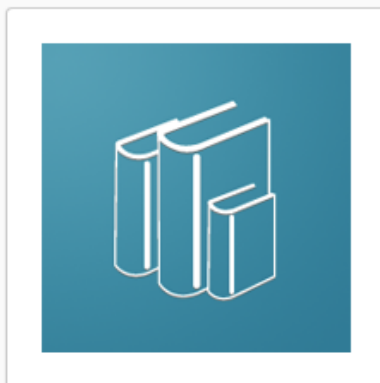
If you are registering for TBR Employee Training

You must self-register. To access a list of training courses, please visit: [External Registration](#)

For more information on using this self-registration system, please visit: http://idesign.tbr.edu/self_registration

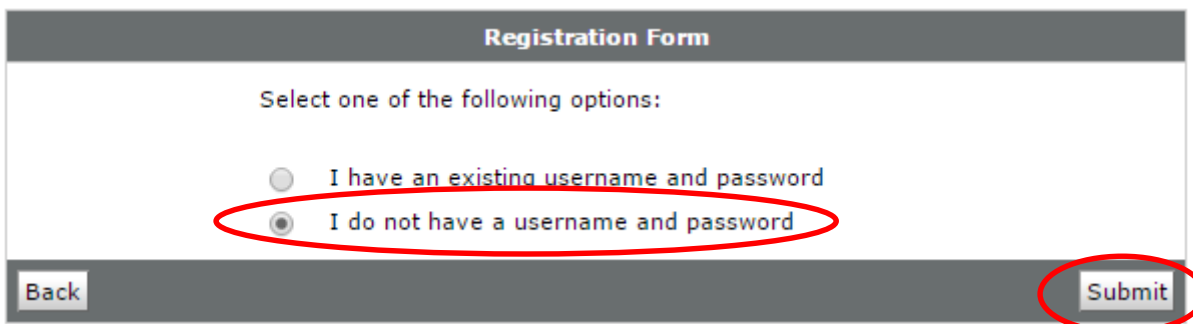
Log in below to view your courses, explore tools and features, and customize your eLearning experience. Enjoy your visit with TBR!

Username *
<input type="text"/>
Password *
<input type="password"/>
<input type="button" value="Log In"/>
Forgot your password?



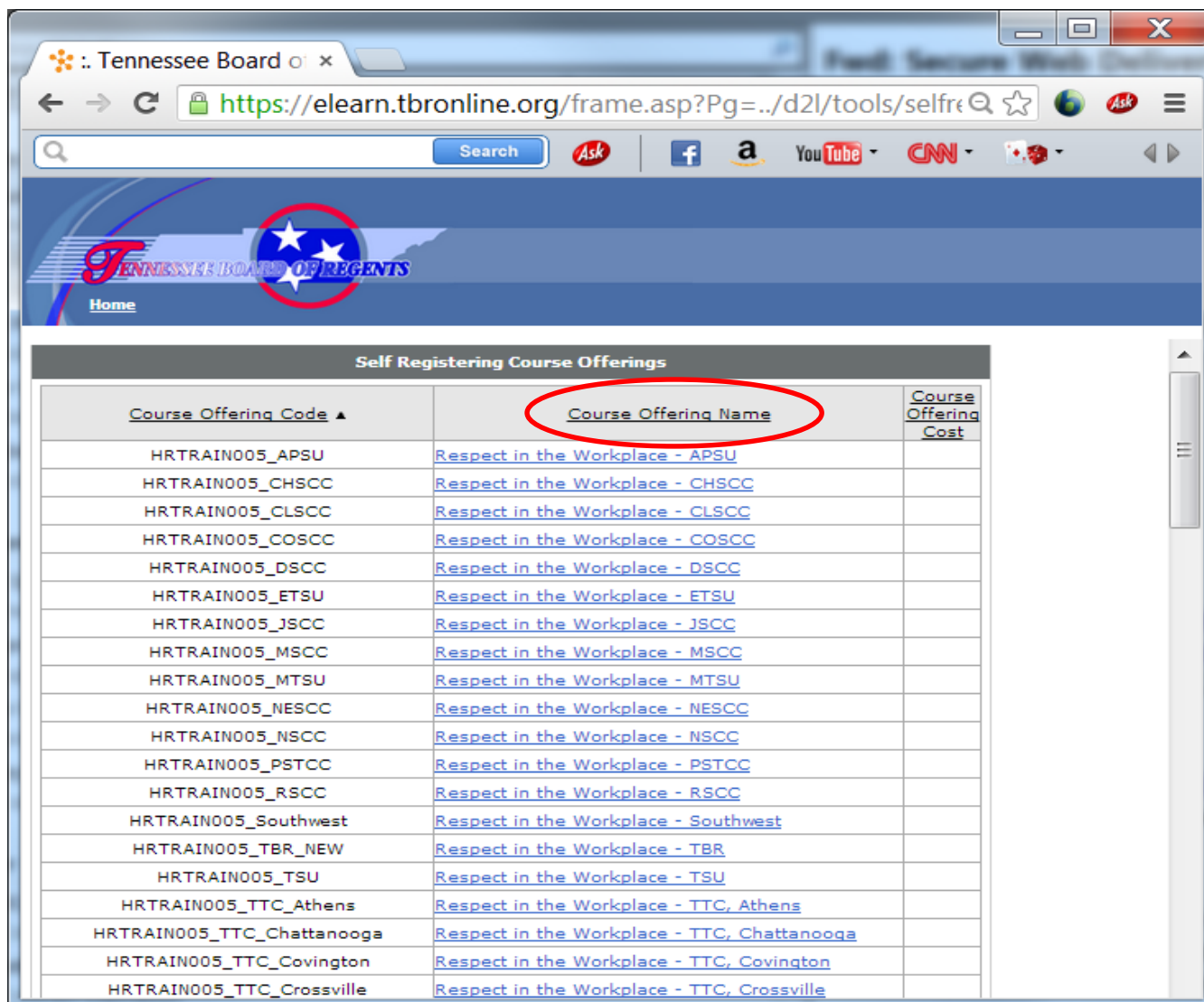
On the next screen, please select 'I do not have a username and password'. Click 'Submit'.

NOTE: All previous accounts have been deactivated so you MUST create a new username and password.



The screenshot shows a 'Registration Form' with the instruction 'Select one of the following options:'. There are two radio button options: 'I have an existing username and password' and 'I do not have a username and password'. The second option is selected and circled in red. At the bottom left is a 'Back' button, and at the bottom right is a 'Submit' button, also circled in red.

Next, find the correct institution under the Course Offering Name column and click on the link.



The screenshot shows a web browser window displaying the Tennessee Board of Regents website. The page title is 'Self Registering Course Offerings'. The table below lists various course offerings with their codes and names. The 'Course Offering Name' column is circled in red, and the first row is highlighted.

Course Offering Code ▲	Course Offering Name	Course Offering Cost
HRTRAIN005_APSU	Respect in the Workplace - APSU	
HRTRAIN005_CHSCC	Respect in the Workplace - CHSCC	
HRTRAIN005_CLSCC	Respect in the Workplace - CLSCC	
HRTRAIN005_COSCC	Respect in the Workplace - COSCC	
HRTRAIN005_DSICC	Respect in the Workplace - DSICC	
HRTRAIN005_ETSU	Respect in the Workplace - ETSU	
HRTRAIN005_JSCC	Respect in the Workplace - JSCC	
HRTRAIN005_MSCC	Respect in the Workplace - MSCC	
HRTRAIN005_MTSU	Respect in the Workplace - MTSU	
HRTRAIN005_NESCC	Respect in the Workplace - NESCC	
HRTRAIN005_NSCC	Respect in the Workplace - NSCC	
HRTRAIN005_PSTCC	Respect in the Workplace - PSTCC	
HRTRAIN005_RSCC	Respect in the Workplace - RSCC	
HRTRAIN005_Southwest	Respect in the Workplace - Southwest	
HRTRAIN005_TBR_NEW	Respect in the Workplace - TBR	
HRTRAIN005_TSU	Respect in the Workplace - TSU	
HRTRAIN005_TTC_Athens	Respect in the Workplace - TTC, Athens	
HRTRAIN005_TTC_Chattanooga	Respect in the Workplace - TTC, Chattanooga	
HRTRAIN005_TTC_Covington	Respect in the Workplace - TTC, Covington	
HRTRAIN005_TTC_Crossville	Respect in the Workplace - TTC, Crossville	

A description screen will appear next. From this screen, click 'Register'.

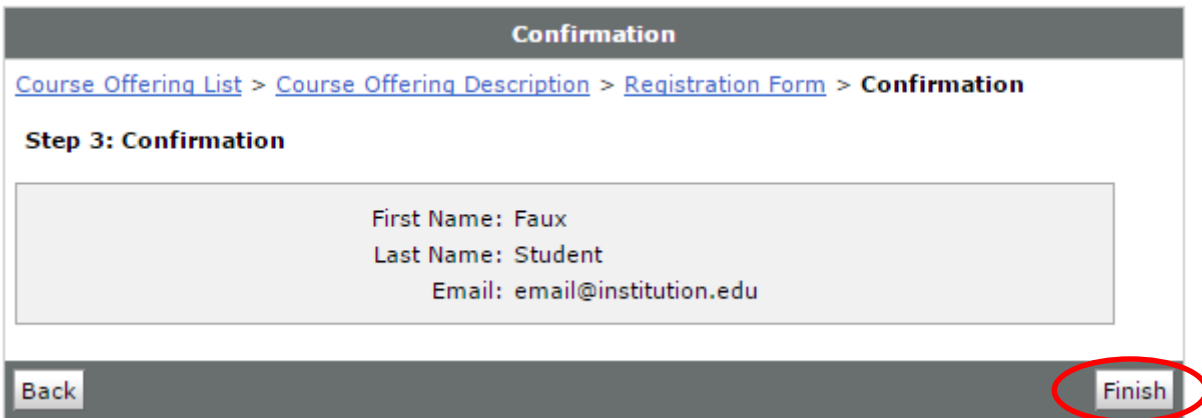
The screenshot shows a web interface titled "Description". At the top, there is a breadcrumb trail: [Course Offering List](#) > **Course Offering Description**. Below this, the heading "Step 1: View Course Offering Information" is displayed. A light gray box contains the following text: "Course Offering Name: Respect in the Workplace - APSU", "Course Offering Code: HRTRAIN005_APSU", and "Description:". At the bottom of the screen, there are two buttons: "Cancel" on the left and "Register" on the right. The "Register" button is circled in red.

The next screen is the Registration Form. Fill-in the required fields *using your real name and institutional email address* and click 'Submit'.

NOTE: Accounts using false names/email addresses will be deleted.

The screenshot shows a web interface titled "Registration Form". At the top, there is a breadcrumb trail: [Course Offering List](#) > [Course Offering Description](#) > **Registration Form**. Below this, the heading "Step 2: Enter Registration Information" is displayed. A light gray box contains the text "Required fields are marked with a *". Below this, there are three input fields: "* First Name:" with the value "Faux", "* Last Name:" with the value "Student", and "* Email:" with the value "email@institution.edu". At the bottom of the screen, there are two buttons: "Back" on the left and "Submit" on the right. The "Submit" button is circled in red.

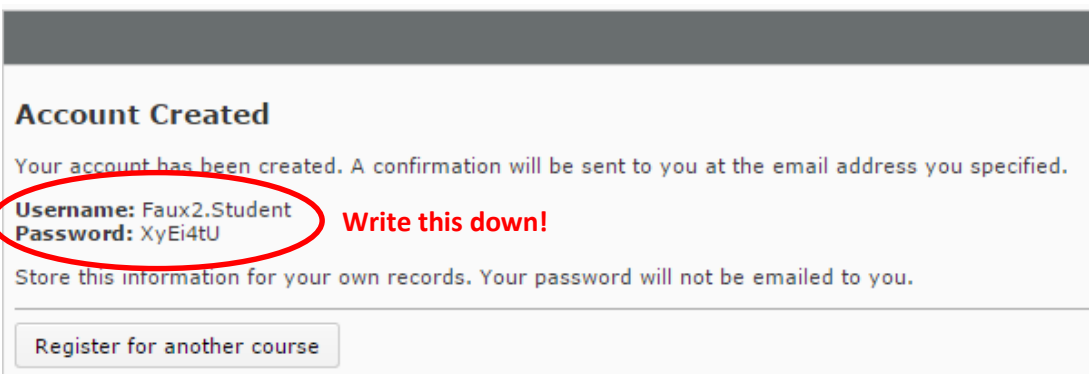
You will receive a Confirmation screen. Ensure the information is accurate and click 'Finish'.



The screenshot shows a confirmation screen with a dark header containing the word "Confirmation". Below the header is a breadcrumb trail: "Course Offering List > Course Offering Description > Registration Form > Confirmation". The main content area is titled "Step 3: Confirmation" and contains a light gray box with the following text: "First Name: Faux", "Last Name: Student", and "Email: email@institution.edu". At the bottom of the screen, there is a dark gray bar with two buttons: "Back" on the left and "Finish" on the right. The "Finish" button is circled in red.

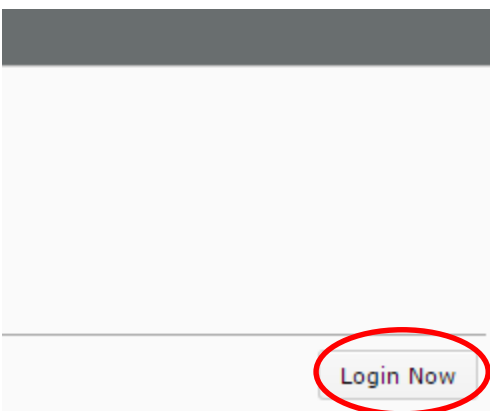
The next screen will display the Login credentials. Be sure to write down the Username and Password as they will be required on the following screen.

NOTE: The password IS case sensitive.



The screenshot shows an "Account Created" screen with a dark header. Below the header, the text reads: "Your account has been created. A confirmation will be sent to you at the email address you specified." Below this, the "Username: Faux2.Student" and "Password: XyEi4tU" are listed. The "Username" and "Password" labels and their corresponding values are circled in red. To the right of the password, the text "Write this down!" is written in red. Below the credentials, there is a line of text: "Store this information for your own records. Your password will not be emailed to you." At the bottom of the screen, there is a button labeled "Register for another course".

Select Login Now on the far right of the page.



The screenshot shows a light gray rectangular area with a dark gray header. At the bottom right of the area, there is a button labeled "Login Now" which is circled in red.

The page will refresh and you will be taken back to the login page. Enter the credentials you just received and select Log In.

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Your session has expired.

Username *

Password *

[Forgot your password?](#)



The next screen is the My Home page. In the My Courses widget, you will see the course that you have registered for. Select the link to access the course.

My Courses | ▾

[Non-Discrimination/Harassment Training \(Master Copy\)](#)

The course homepage will open. Read this page to become familiar with course expectations. In the Start Here box at the bottom of the page, click the link 'Non-Discrimination/Harassment Training'.

Start Here ▾ ✕



Begin the **Non-Discrimination/Harassment Training** now.

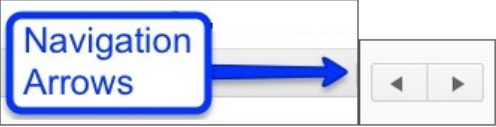
From this point forward, use the Back and Forward arrows located in the top right corner of the screen to navigate through the course.

Table of Contents > Getting Started > Navigation

Navigation ▾ 🔖 📄 ◀ ▶

How To Navigate Through The Course

Please use the Back  and Forward  navigation arrows located in the top and bottom right corners of the D2L screen to navigate through this online course.



After you have completed all the topics in this course you will have access to the **Assessment**.

Please select the forward arrow now.

Please contact your Human Resources Department with any questions.