

Single Sign On (SSO) Directions Template

AlcoholEdu for College AlcoholEdu Ongoing Education, Prescription Drug Abuse Prevention, Sexual Assault Prevention for Undergraduates, Sexual Assault Prevention for Community Colleges, Sexual Assault Prevention for Graduate Students, Sexual Assault Prevention for Adult Learners, Sexual Assault Prevention Ongoing Education, Diversity, Equity & Inclusion for Students, Haven for Faculty & Staff, Transit

Dear Student/Employee,

As you may already know, <INSTITUTION> has partnered with EVERFI, whose mission is to help students address critical life skills such as alcohol abuse prevention, sexual assault prevention, and financial literacy in higher education institutions across the country. Each year, over 5 million students and employees complete these courses.

As part of our comprehensive prevention program for students and employees, <INSTITUTION> expects you to complete <enter course name(s)>. This online education will empower you to make well-informed decisions about issues that affect your years at <INSTITUTION> and beyond.

<If you are requiring the course, this is a good place to state your incentives/punitive measures. Using terminology noting the course is required/that participants must complete it or face a penalty (e.g., hold on course registration, fine, etc.) has been found to yield greater participation.>

<COURSES> will be available starting <START DATE>.

PLEASE READ THE FOLLOWING CAREFULLY:

To fulfill <INSTITUTION'S> requirement:

- Always sign in at: <INSTITUTION'S PORTAL>
- <Use this space to instruct participants on how to access the course(s) within your portal>
- <Include this paragraph if you are asking returning students to repeat a course> If you are taking a course that you have already enrolled in during a previous academic year (you would see it on your Past Courses tab), click "Add a Course" in the top right corner of your dashboard to re-enroll in your required course.
- Complete Part 1 of <COURSES> by <DATE>
- After 30-45 days you will receive an invitation to complete Part 2 of <COURSES>, which must be completed by <DATE>

***If you already have an EVERFI Higher Ed account**, sign in to your account using the instructions above, and click the "Add a Course" box in the top right corner of the Dashboard.

Login problems? Contact <INSTITUTION HELP DESK> at <EMAIL ADDRESS> or at <PHONE #>.

Other Important Information:

- You will need Internet access and audio capabilities.

- To avoid technical issues, please use any major web browser (e.g., Firefox, Internet Explorer, Google Chrome) released within the previous two years.
- You may take the course in multiple sittings.
- The course may include surveys to help personalize your experience and measure participants' attitudes and behaviors. All survey responses are confidential; the school will only receive information about the participant group as a whole and will never see individual answers.
- Should you experience problems, technical support is available 24/7 and can be accessed from the "Help" link within the course or by visiting support.everfi.com.

Thank you, and enjoy the course!

Sincerely,
<INSTITUTION>