

## Follow these instructions to enroll in UE's online courses:

1. Go to [www.edurisklearning.org](http://www.edurisklearning.org)
2. First-time users should select the option to Register Now on the right side of the screen.
  - a. Create a username and provide information for a user profile.
  - b. Be sure to enter a valid email address & correct role at your institution
  - c. Select the department and position that is most applicable to you
  - d. Enter this institution registration code: **0490-UN37-0002**.
  - e. After clicking Register, you should receive an email with a temporary password
  - f. Follow the link in the email to sign on.
  - g. You will be prompted to enter a new password.
3. For more detailed instructions on the registration process see below
4. For more information on viewing courses please view this brief tutorial:  
[https://www.ue.org/files/Ue\\_web\\_files/kenexaM2/story.html](https://www.ue.org/files/Ue_web_files/kenexaM2/story.html)
5. If you have any issues with the course please feel free to contact the 24hr help desk.
  - a. Email: [uehelpdesk@perceptis.com](mailto:uehelpdesk@perceptis.com)
  - b. Phone: [301.830.4587](tel:301.830.4587)
  - c. Chat: <https://chat.perceptis.com/c/ue>

## System Requirements

### Hardware Requirements

The hardware requirements for learners accessing courses are as follows:

- 1024 x 768 resolution (or higher)
- 256K Internet connection (or higher)
- Sound card and speakers (if required by the content)

### Compatible Browsers

Browser	Windows: XP	Windows: WIN 7	Windows 8*	Windows 8**	MAC: OSX
IE 8.x	X	X	X		
IE 9.x		X			
IE 10		X	X		
FireFox 15	X	X			X
Google Chrome 24	X	X			X
Safari 5.x	X	X			X

**Note: IE 11 is not supported by this system.**

- Windows 8\* → Standard Browser Window
- Windows 8\*\* → Metro-style with touch-screen support

### Other

- Disable pop-up blocker
- The latest version of Adobe Flash Player ([http://www.adobe.com/go/EN\\_US-H-GET-FLASH](http://www.adobe.com/go/EN_US-H-GET-FLASH))
- And Adobe Reader for the PDF resources ([http://www.adobe.com/go/EN\\_US-H-GET-READER](http://www.adobe.com/go/EN_US-H-GET-READER))

1) Visit [www.edurisklearning.org](http://www.edurisklearning.org). Click on “Register Now”

The screenshot shows the EduRisk Solutions Learning Resources website. At the top left is the logo with the text "EduRisk Solutions Learning Resources". The main content area is divided into two columns. The left column is titled "Already a Member?" and contains a login form with fields for "User Name" and "Password", a "Login" button, a "Keep me logged in" checkbox, and links for "Forgot your login name?" and "Forgot your password?". Below these is a "Reset your password" button. The right column is titled "Is this your first time here?" and contains a welcome message, instructions on how to register, a list of steps, and a "Register Now" button. A red arrow points to the "Register Now" button. Below the button is a link for help with login and contact information. At the bottom of the page, there is a copyright notice and a "Contact Support" link.

**UE** EduRisk Solutions  
Learning Resources

**Already a Member?**

User Name

Password

Keep me logged in

[Forgot your login name?](#)

[Forgot your password?](#)

**Is this your first time here?**

Hi! For full access to learning programs you'll need to take a minute to create a new account for yourself on this web site.

How to register for our site:

- Fill out the Registration form with your details, including the institution code you were given.
- Select the learning program you want to participate in.
- You can now access the full learning program. From now on you will only need to enter your personal user name and password (in the form on this page) to log in and access any learning program you are enrolled in.

**For help with login:**  
Please call: 301-830-4587 or Chat or Email

© 2013 United Educators Insurance, a Reciprocal Risk Retention Group. [Contact Support](#)

2) Fill out the registration form. Your username may not contain any spaces. Be sure to complete all required fields.



**Registration**

Please enter the following information to register. You will then receive an email allowing you to activate your account.

\* = required field 

\* User name:

\* First name:

\* Last name:

\* Email:

\* Department:

\* Describe your position:

\* Role:

\* Institution Code:

Employee ID:

Student ID:

Other:

Optional field – for your institution:

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3) "Department" drop-down options:

**UE EduRisk Solutions**  
Learning Resources

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\* = required field

\* User name:

\* First name:

\* Last name:

\* Email:

\* Department:  ▼

\* Describe your position:

\* Role:

\* Institution Code:

Employee ID:

Student ID:

Other:

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4) "Describe your position" drop-down options:

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Registration

Please enter the following information to register. You will then receive an email allowing you to activate your account.

\* = required field

\* User name:

\* First name:

\* Last name:

\* Email:

\* Department: Academic Affairs

\* Describe your position: Adjunct/Part-Time Faculty

- \* Role: Adjunct/Part-Time Faculty
- Athletics Personnel
- Contractor

\* Institution Code: Facilities Management Staff

Medical Personnel

Employee ID: Non-Tenured Faculty

Officer

Student ID: Other Employee

Professional Staff

Public Safety or Security Staff

Other: Student

Support Staff

Tenured Faculty

Volunteer

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- 5) "Role" drop-down options:  
*\*Please note that the role you select determines the learning programs available.*



**Registration**

Please enter the following information to register. You will then receive an email allowing you to activate your account.

\* = required field

\* User name:

\* First name:

\* Last name:

\* Email:

\* Department:

\* Describe your position:

\* Role:

\* Institution Code:

Employee ID:

Student ID:

Other:

Optional field – for your institution:

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6) Note three additional and optional fields: “Employee ID”, “Student ID” and “Other”:



**Registration**

Please enter the following information to register. You will then receive an email allowing you to activate your account.

\* = required field

\* User name:

\* First name:

\* Last name:

\* Email:

\* Department:

\* Describe your position:

\* Role:

\* Institution Code:

Employee ID:

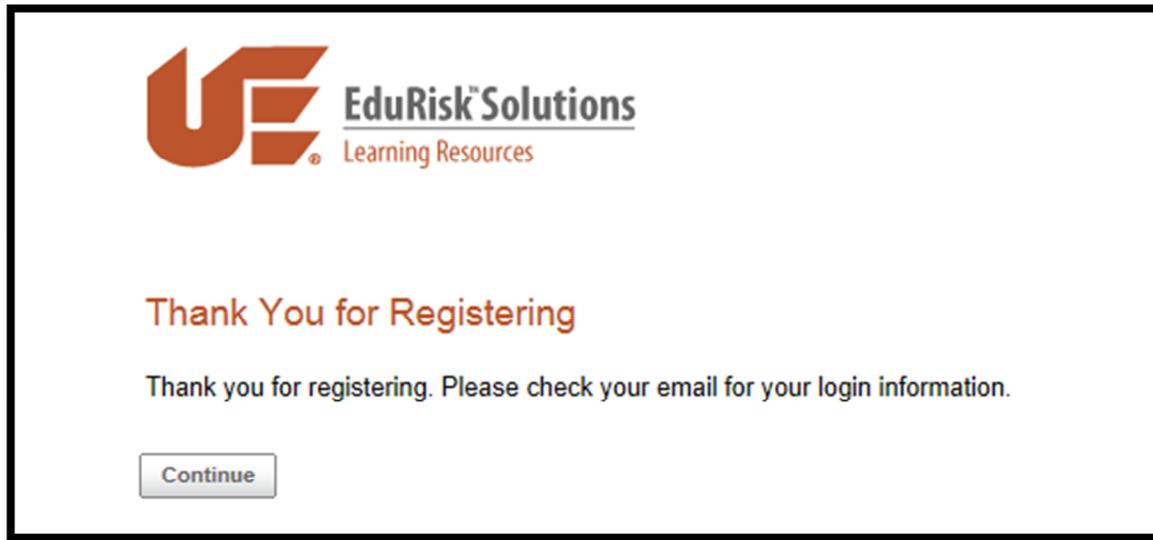
Student ID:

Other:

Optional field – for your institution:

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- 7) Once all of the registration fields have been filled-out, hit the “Register” button at the bottom of the page. You will see the screen below, and will then be emailed a temporary password



- 8) Follow the link in the email to sign on with your username and the temporary password. You will be asked to create a permanent password. If you experience any difficulties with registering, please contact United Educators' web support at [uehelpdesk@perceptis.com](mailto:uehelpdesk@perceptis.com).



## Your Login Info

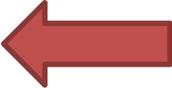
Dec 17, 2013

Hello Example Registration,

Welcome to Campus Solutions. Please find your login information below.

<b>Login Name:</b>	exampleregistration
<b>Password:</b>	ZVXB5aBR

Please note that your password is case sensitive. That means GR33N is different than gr33n and Gr33n. You will be asked to select a new password the first time you log in.

To login, please [click here](#). 

Have any questions or need assistance? Please contact the [Site Administrator](#).

Sincerely,  
[Campus Solutions](#)

- 9) Please note that your new password must be at least 8 characters long, not contain any spaces, and contain at least one letter, one number, and one special character.

### Change Password

You can change your password below. Passwords should be at least 8 characters long, not contain any spaces, and contain each of the following: letters; digits; and special characters such as !@#\$%^&\*()-\_+=[]:;<>.,?

New Password:

Confirm New Password:

10) Moving forward, to log into EduRisk Solutions, simply visit the webpage: [www.edurisklearning.org](http://www.edurisklearning.org) and log in with your username and permanent password.

**UE EduRisk™ Solutions**  
Learning Resources

**Already a Member?**

User Name

Password

Keep me logged in

[Forgot your login name?](#)

[Forgot your password?](#)

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