

## EVERFI Instructions for Administrators:

*For best performance, please use:*

- *Mac: Chrome/Firefox/Safari (latest version)*
- *Windows: Chrome/Firefox/Edge (latest version)*
- *EVERFI does NOT support Internet Explorer.*

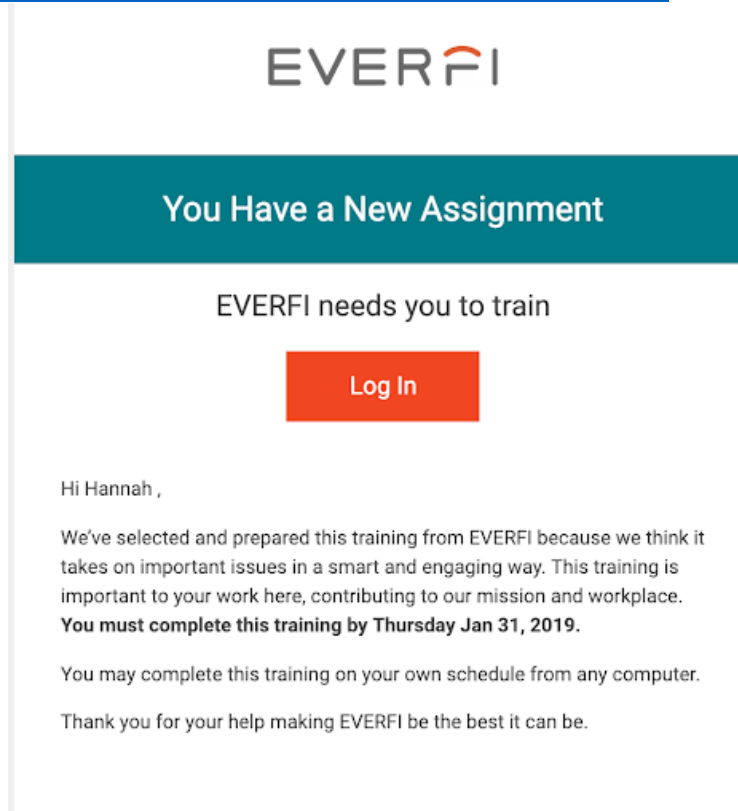
### *Browser Settings*

- *JavaScript: Must not be disabled*
- *Pop-Up Blockers: Must be disabled*
- *Security Level Settings: Default settings supported; IE Maximum Security levels not supported*
- *Privacy Settings: Default settings supported; Maximum Privacy Setting (disabling cookies) not supported*
- *Third Party Cookies: Must not be blocked*

### Logging Into EVERFI

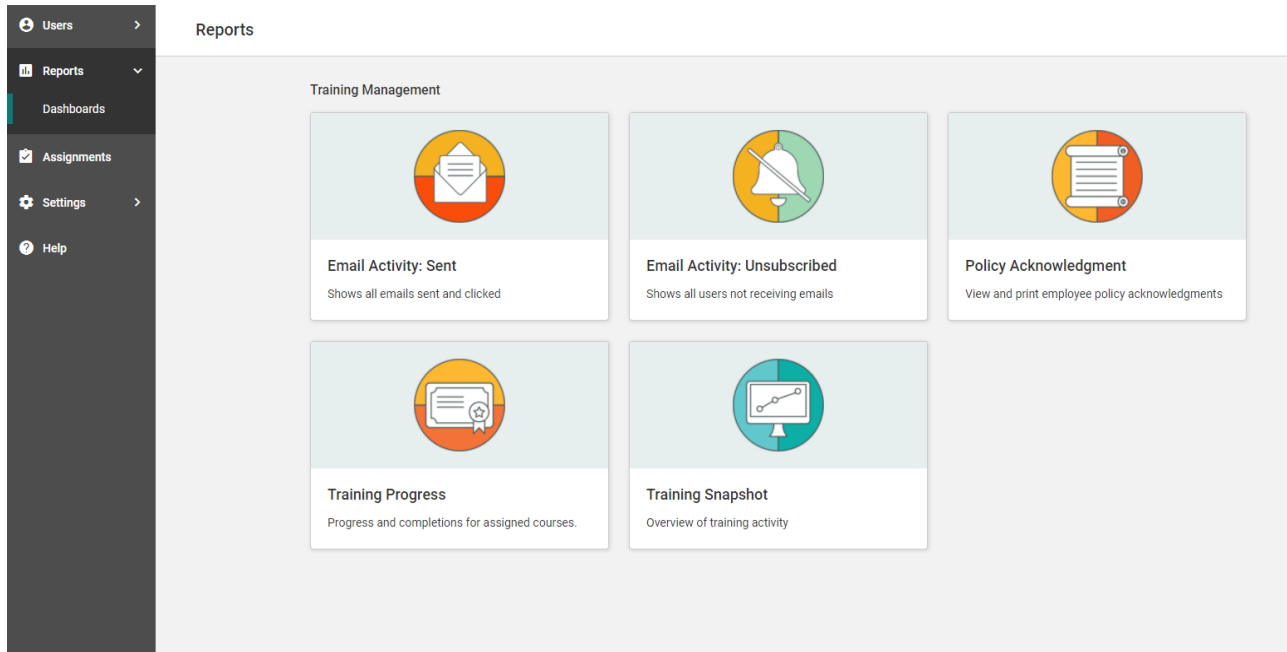
1. All learners that have been assigned to this harassment and bias training will receive an email from EVERFI with a tokenized link, inviting them to complete the course. Later, the following link can also be copied and pasted into your web browser to log in:

[https://admin.fifoundry.net/corporation\\_for\\_public\\_broadcasting/sign\\_in](https://admin.fifoundry.net/corporation_for_public_broadcasting/sign_in)

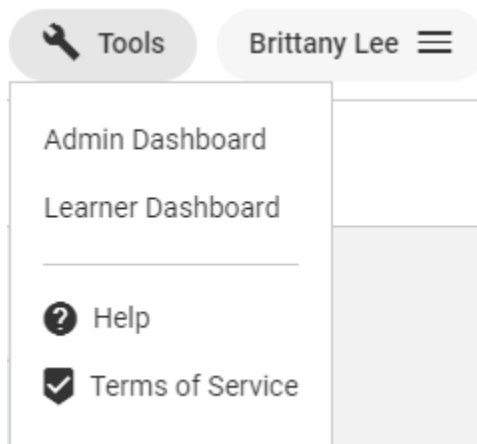


2. The admin will click the “Login” button in the email which will take them to the Foundry login page.
3. Enter your username – *this will be your email address.*
4. Enter your password– *you can change your password after your initial login.*
5. Click the Sign in button.

- After the Admin signs in with their login credentials or utilizes Single Sign On, the Admin Dashboard (below) will appear. This will allow you to view all users on the team you support (under “Users” on the left-hand side of the screen) as well as the progress of each employee through the Training Progress report.

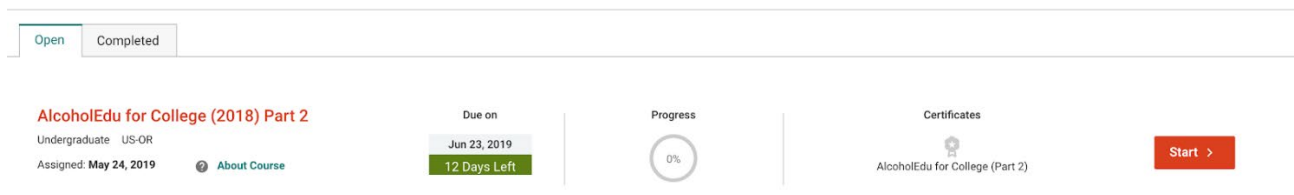


- In order to actually access and take the harassment and bias training, you must switch to the Learner Dashboard by clicking “Tools” in the upper righthand corner near your name and selecting “Learner Dashboard.”



- 8.
- The Learner Dashboard shows the learner’s open and completed courses. Select the title of the course assigned to you under the Open Tab on the Learner Dashboard: **Preventing Harassment and Discrimination: Gateway**
- To open a course, simply click Start or Continue at the right end of its row. The course will load in the same window.

Learner Dashboard



11. You are now ready to complete the training. The training is approximately 30 minutes and includes various scenarios and exercises to help develop your knowledge of acceptable and unacceptable conduct. The course is a combination of Text and Video, and automatically saves as you progress. If you do have to exit the course, you will be able to come back later to complete it.
12. At the end of the course, you will be able to download a certificate to highlight that you have finished the course. The system will also record your completion of the training module and move the course to the Completed tab on your Learner Dashboard.

### **Adding or Deactivating New Users**

In order to add new individual users to the EVERFI system after the initial launch date this course (April 30, 2021), please use this [Google Form](#). EVERFI will use this information to automatically update the system weekly, so please allow a few business days for these changes to take place.

If you review your account and find that there are users that are no longer with your station, please contact [csg@cpb.org](mailto:csg@cpb.org) to deactivate them.

If you have any additional questions, you can also contact EVERFI's customer support [here](#). Thank you in advance for your cooperation and participation in this important training program.