

Colleagues,

CPB has provided an online harassment prevention training course through the EVERFI platform for all stations to access. **(Station Name)** has set up this web-based training course for each of its employees, which is designed to increase your awareness and knowledge of applicable laws surrounding harassment and bias prevention and how they impact your current job responsibilities.

All learners that have been assigned to this 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. **If you have forgotten your password to this platform, please click the “Forgot Password” link to receive a temporary link to access your account. Please check your junk mail if you do not see this email in your main inbox.**

The training is approximately 30 minutes and includes various scenarios and exercises to help develop each person’s knowledge of acceptable and unacceptable conduct. At the end of the training, employees will be able to download a certificate showcasing an individual’s completion of the training module.

Attached are step-by-step instructions on how to access the course. We suggest that you save the attachment to reference later if needed. The course automatically saves as you progress which allows you the flexibility to complete the training in more than one session.

If you have any questions, then please contact **(Station Administrator Name)**. Thank you in advance for your cooperation and participation in this important training program.