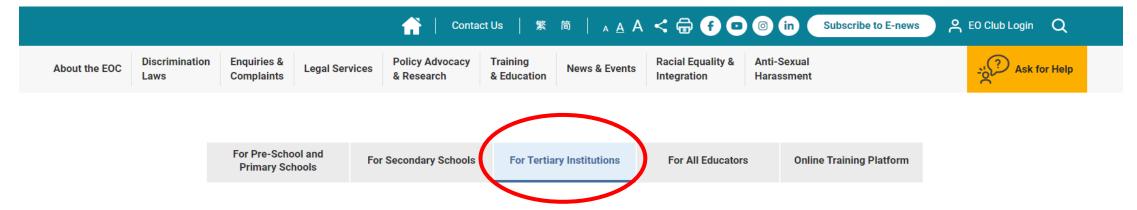
## Step 1: Go to the Websitehttps://www.eoc.org.hk/en/training-and-education/teaching-resources/for-tertiary-institutions



## For Tertiary Institutions: Online Training Module on Preventing Sexual Harassment on Campus

For students of UGC-funded Universities

#### Click Here:

- City University of Hong Kong
- Hong Kong Baptist University
- Lingnan University
- The Chinese University of Hong Kong
- The Education University of Hong Kong
- The Hong Kong Polytechnic University
- The Hong Kong University of Science and Technology
- The University of Hong Kong

## Step 2: For UG & TPG students, please click "Click HERE"



About Policy, Guidelines and Procedures Training and Education Events Inclusive Facilities & Services Resources Suggestion Box Q

complete it in phases.

- Part 1 How to define sexual harassment and how to deal with it with various reporting options, together with a short quiz at the end.
- Part 2 Various scenarios that could happen during university life, together with some pop-up questions.

#### Completion

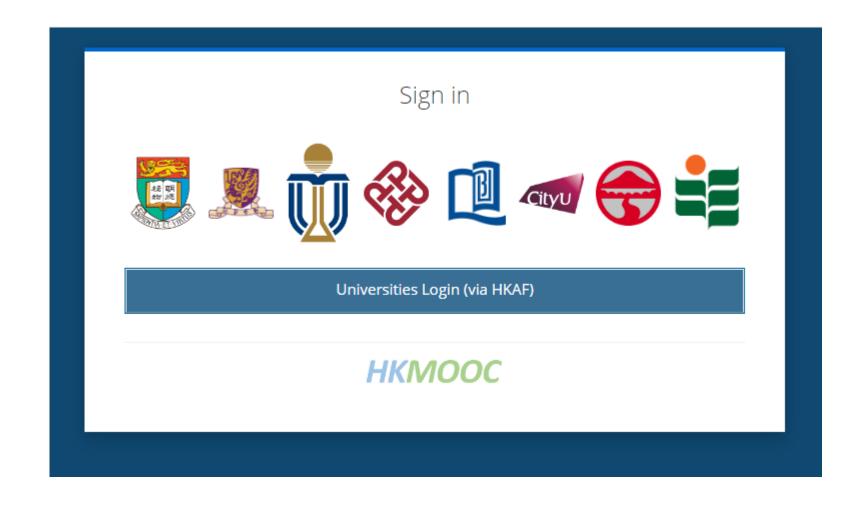
Students who complete the training will get an electronic certificate and an excellent souvenir (a cable master kit; first-come-first-served while stock lasts) (only applicable to students of Undergraduate and Taught Postgraduate programmes).

Students will be informed of the details of souvenir collection by email upon completion of the whole training module.

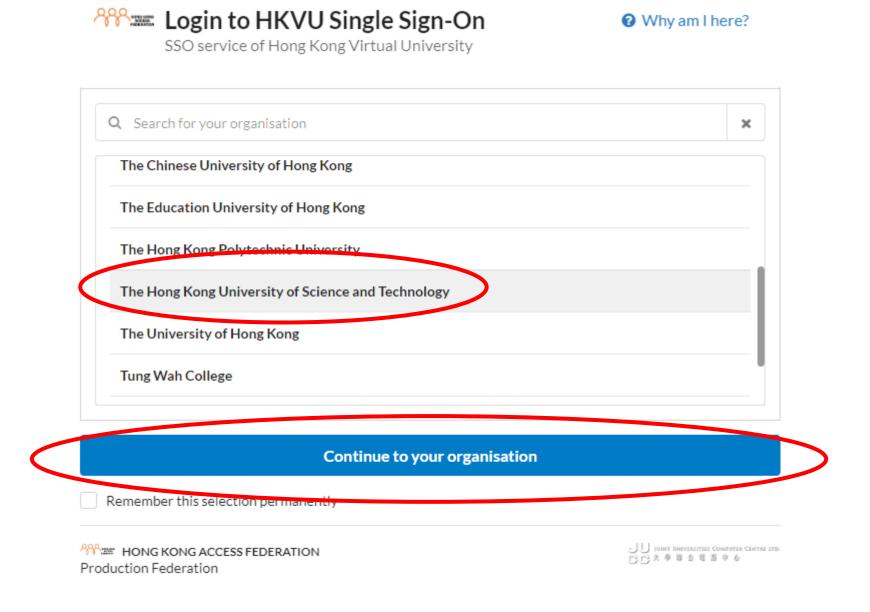
#### Access to the Online Training Module

- For Undergraduate students and Taught Postgraduate stude ts: Click HERE
- For Research Postgraduate students: Please refer to the email with the subject
   "Professional Development Courses" sent out by the PG Secretariat, HKUST Fok Ying
   Tung Graduate School on 18 August 2023.





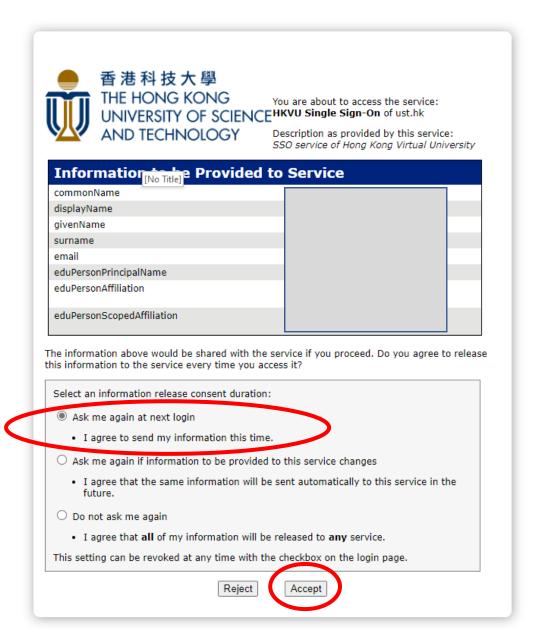
Step 4: Select "The Hong Kong University of Science and Technology", then click "Continue to your organisation"



Step 5: Enter your HKUST email address and password, then click "Login"



Step 6: After login, you will see your personal information. Please select "Ask me again at next login" if you wish to share your information with the service only this time. Then click "Accept"



## Step 7: Click "Create an Account"

You have successfully signed into Universities Login, but your Universities Login account does not have a linked HKMOOC account. To link your accounts, sign in now using your HKMOOC password.

First time here? Create an Account.

## Sign In

Email Email
The email address you used to register with HKMOOC
Password

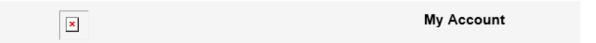
▶ Need help signing in?

Sign in

Step 8: Enter your Full Name, Public Username, and HKUST email address (i.e. <a href="mailto:xxxxx@connect.ust.hk">xxxxx@connect.ust.hk</a>). Read the HKMOOC Terms of Service and agree. Then click "Create Account"

You've successfully signed into Universities Login. We just need a little more information before you start learning with HKMOOC. Already have an HKMOOC account? Sign in. Full Name Chan Tai Man Public Username taiman Email xxxx@connect.ust.hk ☑ I agree to the HKMOOC <u>Terms of Service</u> **Create Account** 

Step 9: You will receive an email for account activation. Please click "Activate your account" in this email and you will be able to log into your account



## **Account activation**

You're almost there! Use the link below to activate your account to access engaging, high-quality HKMOOC courses. Note that you will not be able to log back into your account until you have activated it.

#### Activate your account

Enjoy learning with HVAVIOOC.

If you need help, please use our web form at or email hkvu@ust.hk.

This email message was automatically sent by <a href="https://learn.hkmooc.hk">https://learn.hkmooc.hk</a> because someone attempted to create an account on HKMOOC using this email address.

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Our mailing address is: HKMOOC - https://learn.hkmooc.hk



Courses

## My Courses



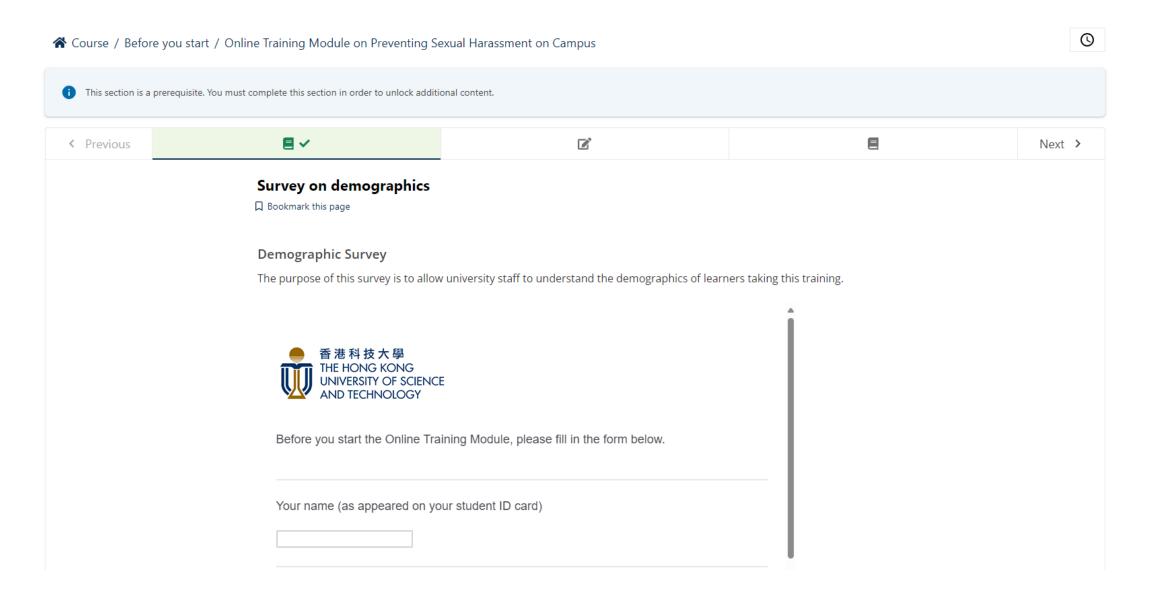


# Online Training Module on Preventing Sexual Harassment on Campus (HKUST)

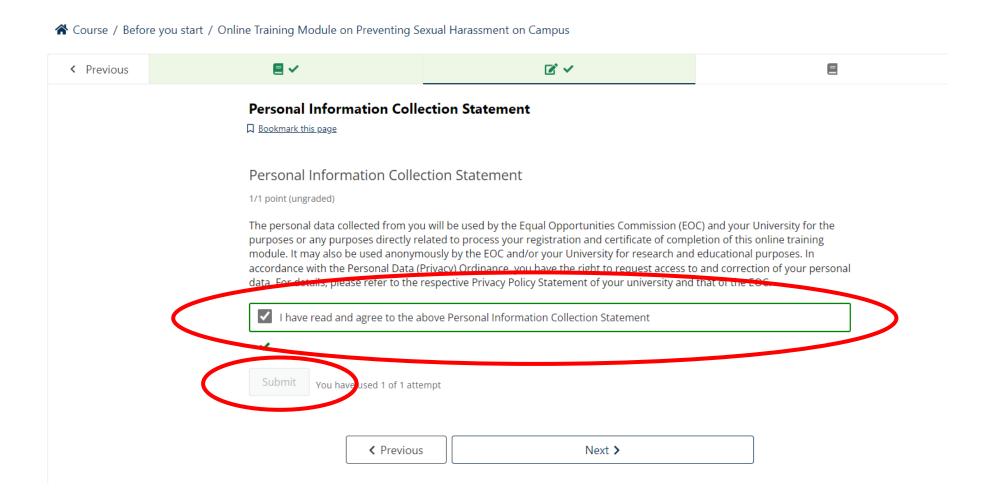
EOC • UGCUOTM • Course ends August 31, 2024



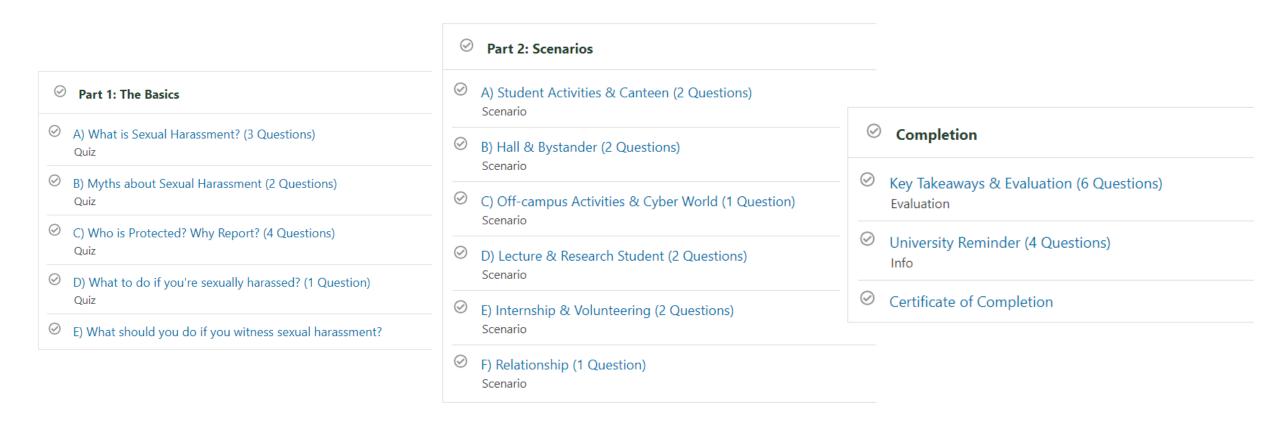
# Step 11: Before you start, you are required to complete the form as a prerequisite. Complete all questions in the form and click "Submit"



## Step 12: Read the "Personal Information Collection Statement" and agree. Then click "Submit"



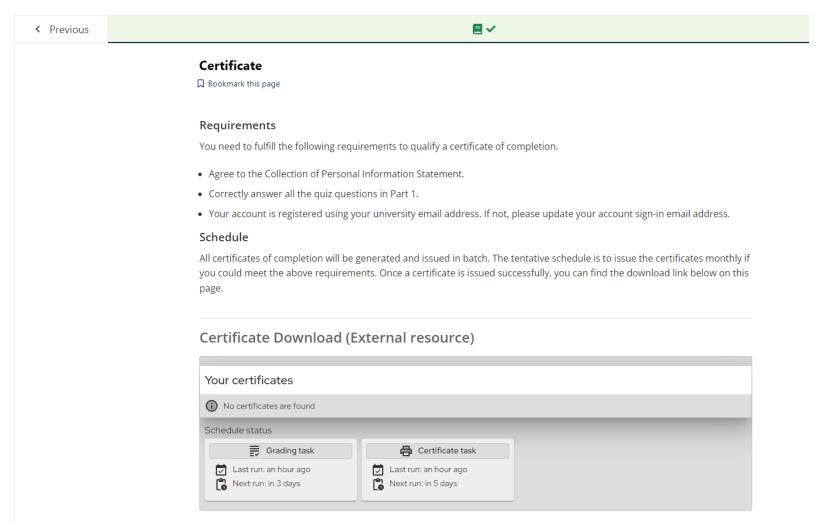
## Step 13: Complete the Basics, Scenarios, and Completion Parts



The module has 3 parts. It will take approximately 45-50 minutes. You can download a completion certificate once done.

### Step 14: Download the certificate

☆ Course / Completion / Certificate of Completion



Please note that all certificates of completion will be generated and issued in batch. It may take a few days or weeks. Once a certificate is issued, you can find the download link in "Certificate of Completion" section.

Step 15: Name your certificate file as Student Name\_Society Name (e.g. Chan Tai Man\_Film Society)
Step 16: Send the certificates to <a href="mailto:sajeddy@ust.hk">sajeddy@ust.hk</a> by using your society email with subject "NEO Sexual harassment certificates submission". (Each society need to submit at least 2 certificates)



## Chan Tai Man, Film Society

