Follow these instructions to enroll in the EduRisk Learning Portal

1. Go to 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 demographics information.
   b. Be sure to enter your ORU email address.
   c. Type in ORU's institution registration code: **0977-SC37-XY12** (include the dashes).
   d. Select the department and position that is most applicable to you.
   e. Enter your "Z" number as your Employee ID.
   f. After clicking Register, you should receive an email with a temporary password.
   g. Follow the link in the email to sign on.
   h. You will be prompted to enter a new password when first signing in.
   i. If you have a blank screen, in the upper right corner click on the broken page link.
   j. Choose the training programs entitled, "Campus SaVE Act" and "Workplace Harassment: Fundamentals". If you completed the "Every Choice" or the "Workplace Harassment Prevention" modules last year, you need not complete these again this year. If you are not sure, please contact ORU Human Resources for clarification at 918-495-7163.
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.edurisksolutions.org/courses/kenexaM2/story.html
5. If you have any issues with the course please visit our support page at http://support.edurisklearning.org/

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 7	Windows 8*	MAC: OSX
IE 8.x	X	X	X	
IE 9.x		X		
IE 10		X	X	
IE 11		X	X	
FireFox 15	X	X		X
Google Chrome 24	X	X		X
Safari 5.x	X	X		X

*Windows 8 requires use of the standard browser window.

Other

- Disable pop-up blocker for www.edurisklearning.org
- The latest version of Adobe Flash Player (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)

To register for an EduRisk Learning Portal Account:

1) Visit www.edurisklearning.org. Click on "Register Now"

2) Fill out the registration form. Your username may not contain any spaces, and it is recommended that you use your institution email address as your username. **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: [ ]
(It is recommended that you use your institution email address as your user name)

* First name: [ ]

* Last name: [ ]

* Email: [ ]

* Institution Code: [ ]

* Role: [Faculty ▼]

* Department: [Academic Affairs ▼]

* Describe your position: [Adjunct/Part-Time Faculty ▼]

Time zone: [Select... ▼]

Employee ID: [ ]
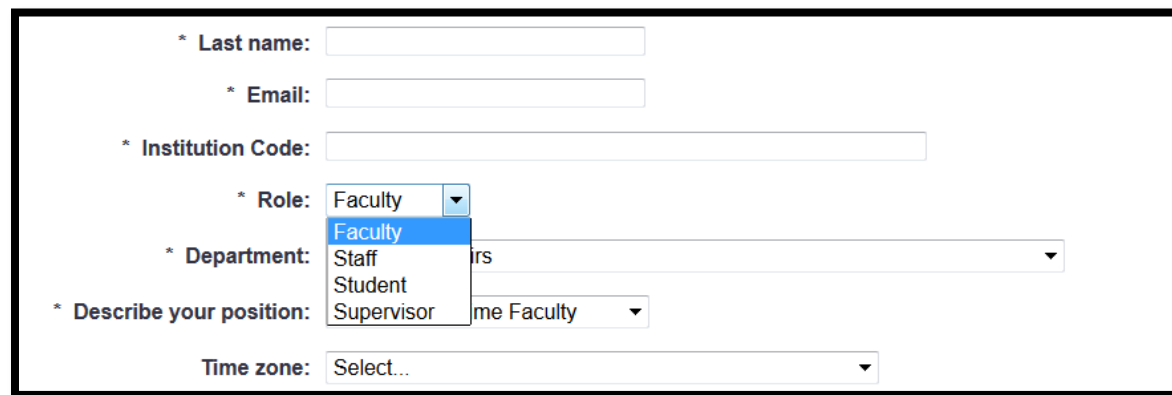
Student ID: [ ]

Other: [ ]
Optional field – for your institution

[Register] [Cancel]

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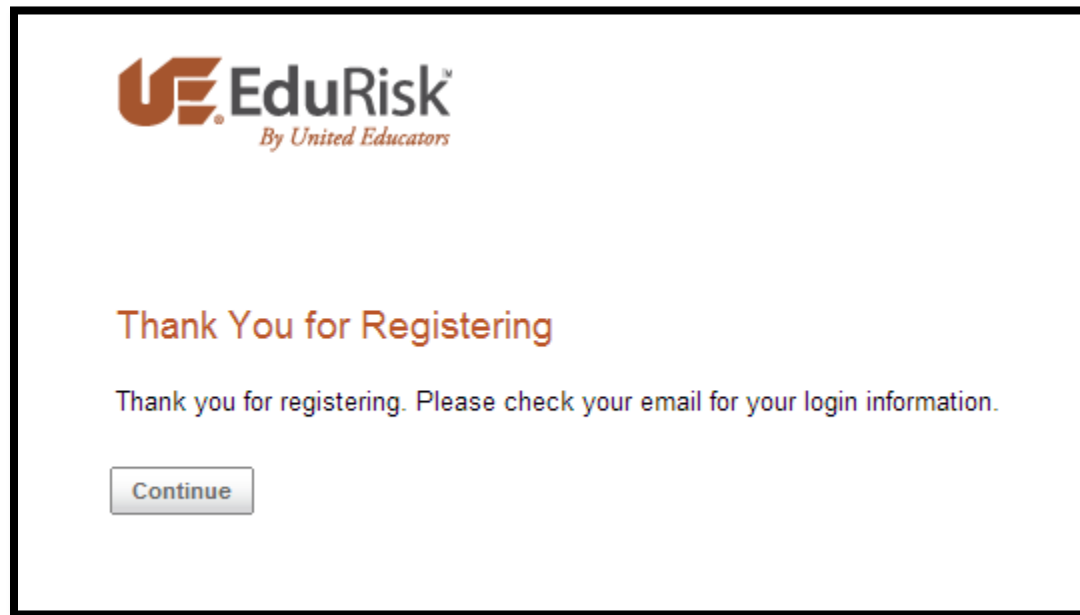
3) Select your "Role" from the drop-down options:

Please note that the role you select determines the learning programs available.If you are unsure which role to pick, contact your institution's training administrator or see our course catalog for a list of courses available to each role.

* **Last name:**	
* **Email:**	
* **Institution Code:**	
* **Role:**	Faculty ▼
	Faculty
* **Department:**	Staff ·rs ▼
	Student
* **Describe your position:**	Supervisor me Faculty ▼
Time zone:	Select... ▼

4) 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

UE EduRisk
By United Educators

Thank You for Registering

Thank you for registering. Please check your email for your login information.

Continue

5) 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 view our help guides at www.support.edurisklearning.org

6) 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.
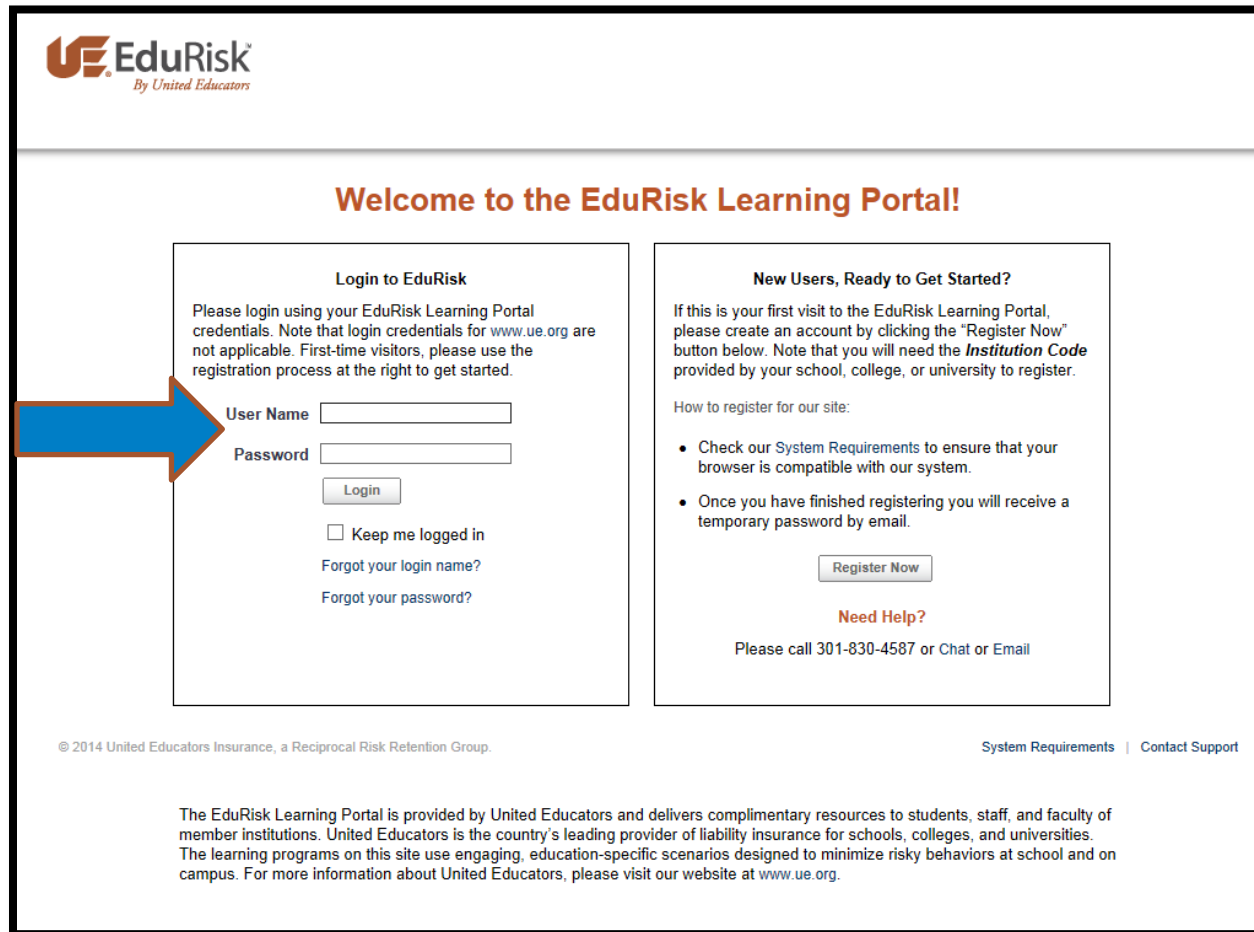
Change Password

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: [   ]

[Update Password]

7) Moving forward, to log into the EduRisk Learning Portal, simply visit the webpage: www.edurisklearning.org and log in with your username and permanent password.