

## Follow these instructions to enroll in the EduRisk Learning Portal

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 demographics information.
  - b. Be sure to enter your ORU email address.
  - c. Type in the ORU's institution registration code: **0977-SC37-XY12** (include the dashes).
  - d. Choose student for the role and department/position that is most applicable to you.
  - e. Enter your "Z" number as your Student ID number.
  - 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 program entitled, "Campus SaVE Act".
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](http://www.edurisklearning.org)
- 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))

## To register for an EduRisk Learning Portal Account:

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

**UE EduRisk**  
By United Educators

### Welcome to the EduRisk Learning Portal!

#### Login to EduRisk

Please login using your EduRisk Learning Portal credentials. Note that login credentials for [www.ue.org](http://www.ue.org) are not applicable. First-time visitors, please use the registration process at the right to get started.

User Name

Password

Keep me logged in

[Forgot your login name?](#)

[Forgot your password?](#)

#### New Users, Ready to Get Started?

If this is your first visit to the EduRisk Learning Portal, please create an account by clicking the “Register Now” button below. Note that you will need the **Institution Code** provided by your school, college, or university to register.

How to register for our site:

- Check our [System Requirements](#) to ensure that your browser is compatible with our system.
- Once you have finished registering you will receive a temporary password by email.

[Need Help?](#)

Please call 301-830-4587 or Chat or Email


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The EduRisk Learning Portal is provided by United Educators and delivers complimentary resources to students, staff, and faculty of member institutions. United Educators is the country’s leading provider of liability insurance for schools, colleges, and universities. The learning programs on this site use engaging, education-specific scenarios designed to minimize risky behaviors at school and on campus. For more information about United Educators, please visit our website at [www.ue.org](http://www.ue.org).

- 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:

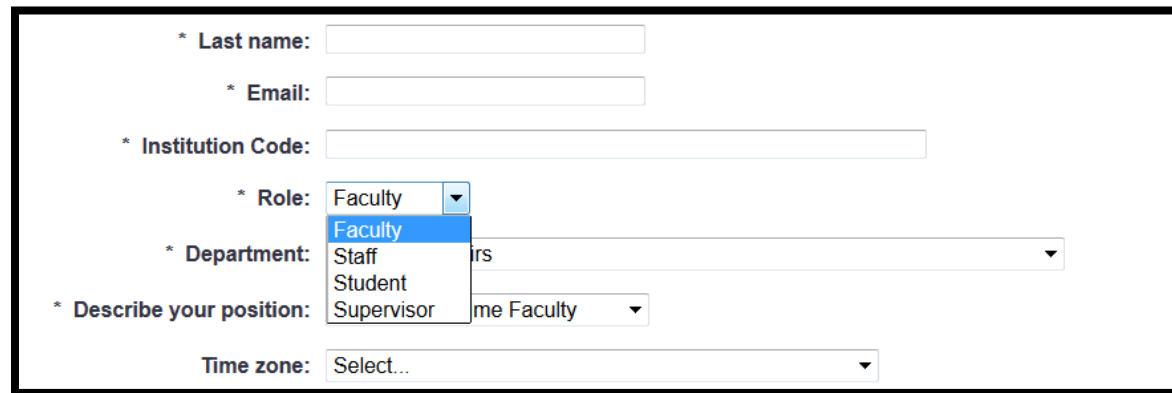
Other:

Optional field – for your institution

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

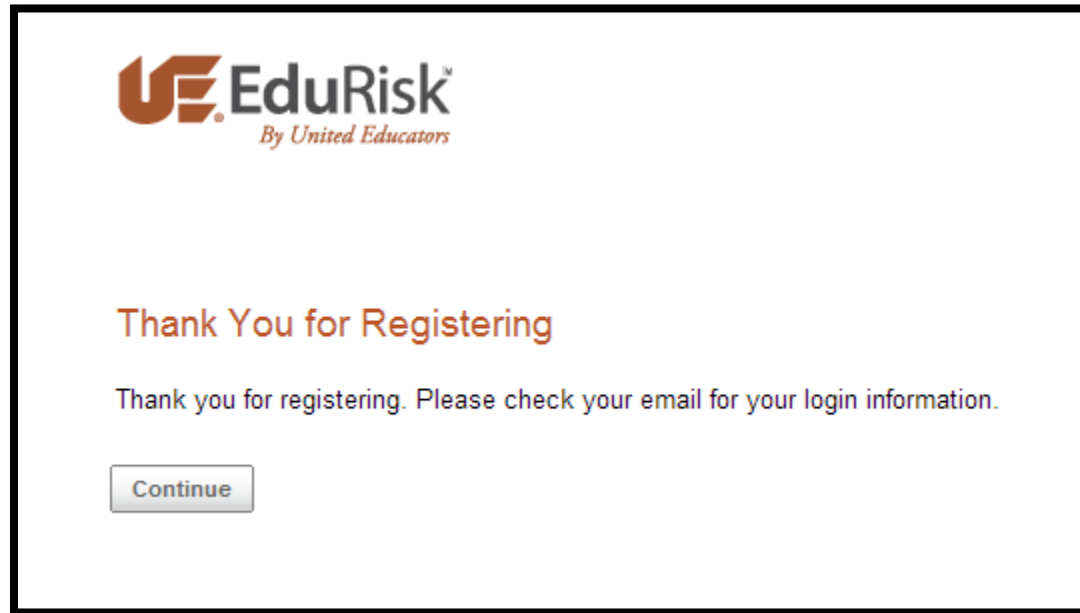
*\*Please note that the role you select determines the learning programs available. If you are unsure which role to pick, contact your institution’s training administrator or see our course catalog for a list of courses available to each role.*



The image shows a registration form with the following fields and options:

- \* Last name:
- \* Email:
- \* Institution Code:
- \* Role:  (dropdown menu is open, showing options: Faculty, Staff, Student, Supervisor)
- \* Department:  (dropdown menu)
- \* Describe your position:  (dropdown menu)
- Time zone:  (dropdown menu)

- 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



- 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](http://www.support.edurisklearning.org)

**UE EduRisk™**  
By United Educators

## Your Login Info


Mar 6, 2014

Hello First Last,

Welcome to EduRisk Learning Portal. Please find your login information below.

<b>Login Name:</b>	loginname
<b>Password:</b>	MNxArrx4

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,  
[EduRisk Learning Portal](#)

- 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

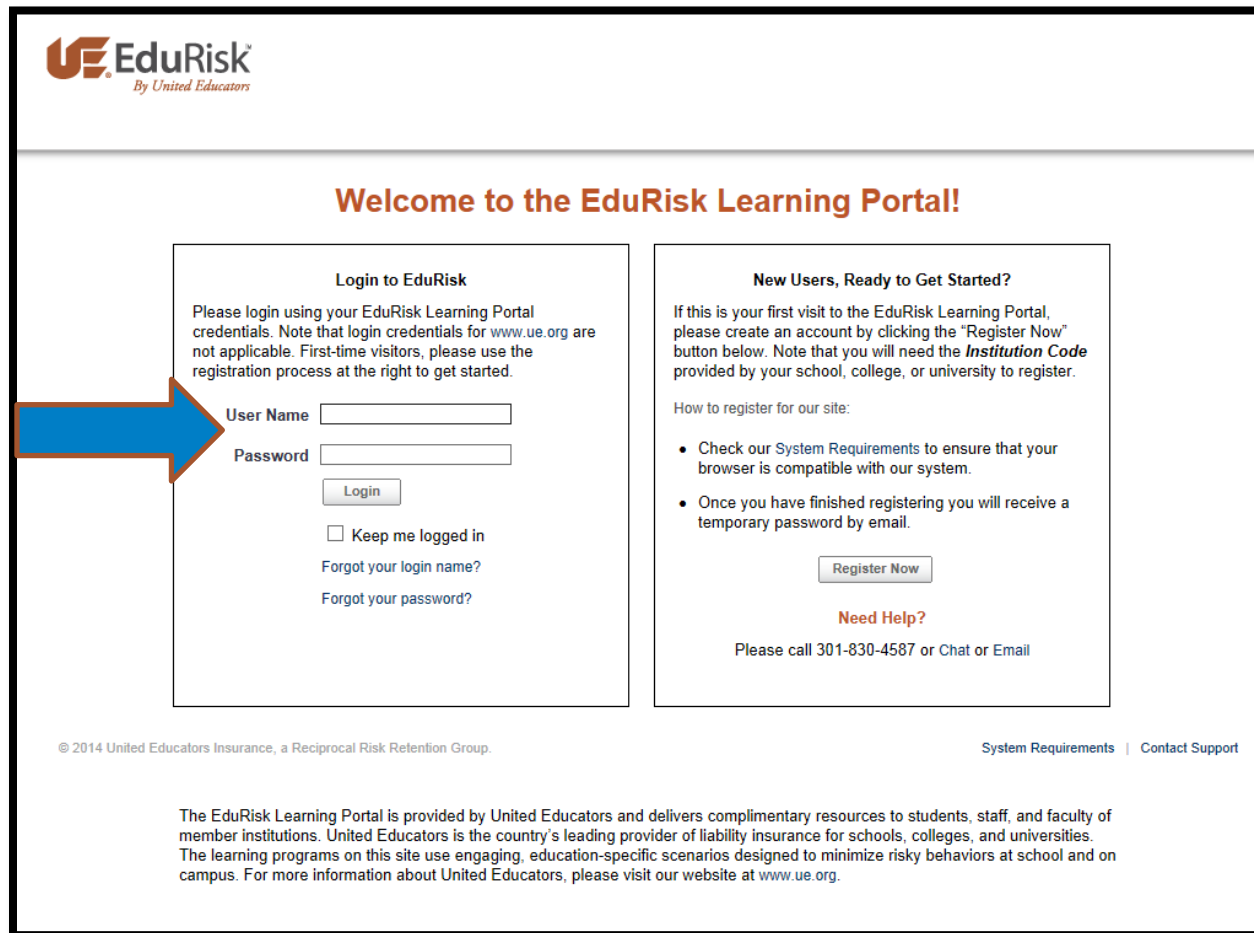
You can change your password below. Passwords should be at least 8 characters long, not contain any spaces, and contain each of the following: letters; digits; and special characters such as !@#\$%^&\*()-\_+=[:;<>.,?

New Password:

Confirm New Password:



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



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