

# Employee Gender-Based and Sexual Violence Training on OWL Training Instructions

**Content Warning:** This training contains videos and language related to Gender Based and Sexual Violence that some readers may find troubling or that may affect them emotionally. **We encourage you to take breaks whenever is needed.** You may want to discuss this training with Western's [Human Rights Office \(humanrights@uwo.ca\)](mailto:humanrights@uwo.ca). All Western Employees may also access our [Employee Assistance Program](#) 24/7/365 by phone 1-844-880-9142 or on the web visit: [www.uwo.ca/hr/benefits/eap/](http://www.uwo.ca/hr/benefits/eap/)

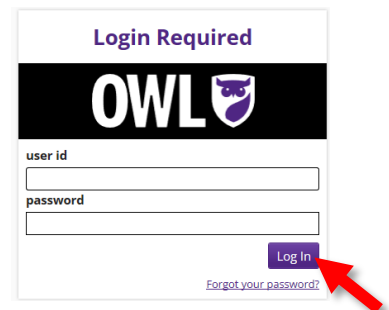
**Technical Support:** If you encounter any challenges accessing OWL, you may contact the WTS helpdesk at 519 661-3800 or Ext. 83800 or on the web <https://wts.uwo.ca/helpdesk/>

## Getting Started

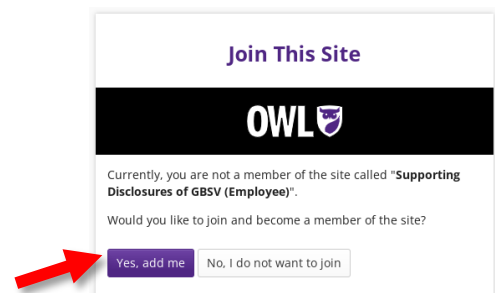
1. Access the OWL training site: [www.uwo.ca/hr/safety/sexualviolence/](http://www.uwo.ca/hr/safety/sexualviolence/)
2. Scroll down and select “**Complete the Required Employee Module**”.



3. Enter your Western username and password to access owl. Select “**Log In**”.



4. Select “**Yes, add me**”, when prompted to join the site.

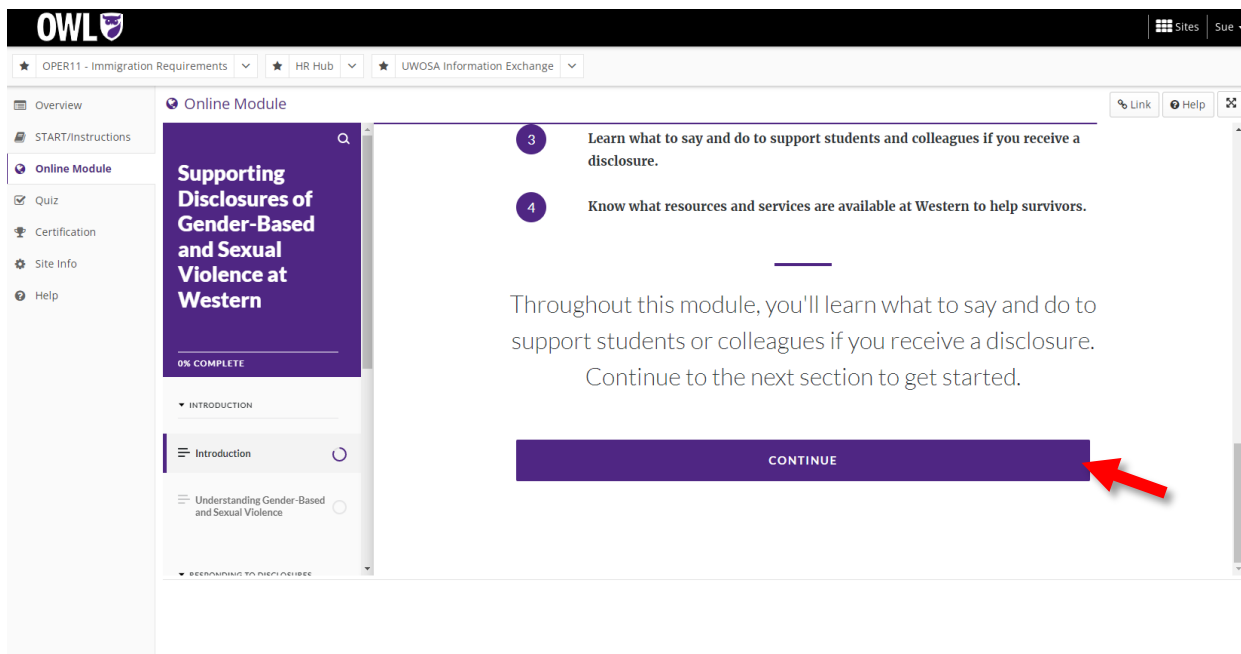


5. You will be redirected to the overview page. Read through the overview page and select “**START/Instructions**” from the OWL menu on the left to begin.



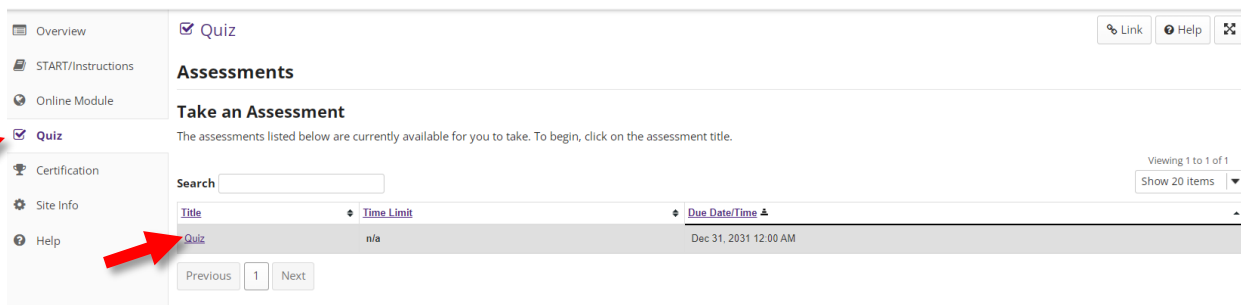
## Complete the Online Module

Press “**Continue**” at the end of each section to complete all sections of the module. Please note, this module takes about 25 minutes to complete.

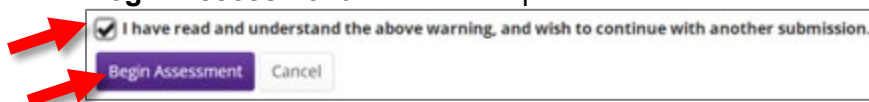


## Complete the Quiz

1. Select “**Quiz**” on the OWL menu on the left.
  - a. Then select “**Quiz**” under the *Assessments* from the main window.

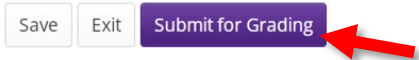


2. Select the box that says “**I have read and understand the above warning, and wish to continue with a submission**” to check it.
  - a. Select “**Begin Assessment**” to take the quiz.

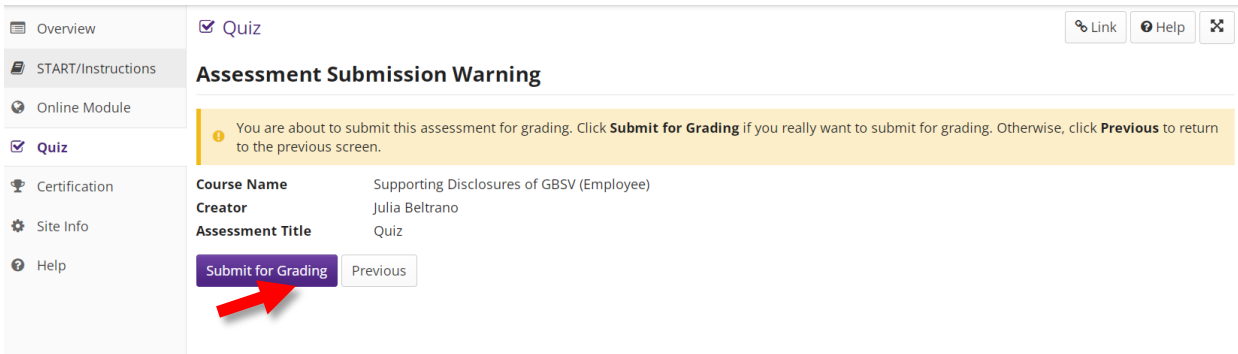


**Note:** You must receive a score of 8 or higher out of 10 to pass. If you do not pass on your first attempt, you may take the quiz again.

3. Select “**Submit for Grading**” when you are done the quiz.

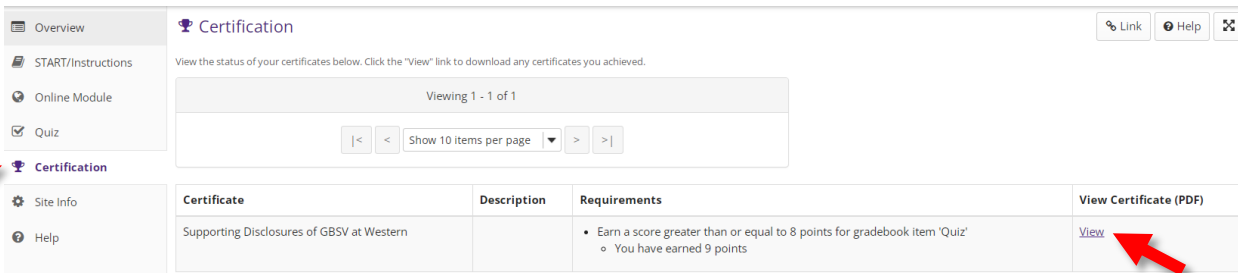


4. Select **“Submit for Grading”** again on the *Assessment Submission Warning* page.

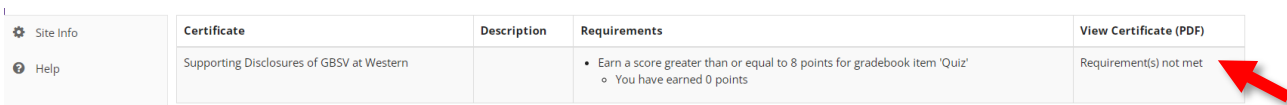


## Check your results – Obtain your Certificate

1. Select **“Certification”** from the OWL menu on the left.
  - a. If you have passed, select **“View”** from the *View Certificate (PDF)* column on the right to see your certificate.



- b. If you did not receive a score of 8 or higher, you will see the words **“Requirement not met”**. Please complete the quiz again by selecting **“Quiz”** from the left menu. You may need to review parts of the module to prepare.



## Log Out

When you have completed the training, and successfully passed the quiz:

1. Select your first **“Name”** in the top right corner of your screen.
2. From the drop down, then select **“Log Out”** to log out of OWL once you have completed the training.

