


### **Instructions to begin *AlcoholEdu for College and Sexual Assault Prevention*:**

1. Log in to your UNA Portal account. Your username and initial password information can be found on the purple card that was included with your UNA acceptance letter. If you have problems logging in to your UNA Portal, please email [helpdesk@una.edu](mailto:helpdesk@una.edu) or call 256.765.4865 for assistance.
2. Once you are logged into UNA Portal, click on the “Academics” tab, then select “Banner Self Service”. Select “Student”, and then click on the “*AlcoholEdu and Sexual Assault Prevention*” link.
3. Click the “*AlcoholEdu and Sexual Assault Prevention Access*” link in the box at the bottom of the Access Page. This will take you to the website where you will create your *AlcoholEdu and Sexual Assault Prevention* account. Your account information should be filled in automatically, so just click “create account”. Be sure to **select “Fall First Year Student”, “Fall Transfer”, or “Graduate Student” from the "Group/Class" dropdown list that pertains to you** and begin the course.
4. You may log in and out of the courses at the end of each section. Section ends are marked with an “ARROW” button. ***DO NOT log out until you click the “ARROW” button or you will have to repeat the section you have just gone through.***
5. Each time you return to the courses, repeat the above log in steps 1 and 2. You will be taken to where you left off in the course.
6. Continue using the same process until you have finished all sections of both courses, including the surveys.

Should you experience any difficulties or require support on the *AlcoholEdu and Sexual Assault Prevention* website, the Online Technical Support Center is available 24 hours a day, 7 days a week. Simply click on the  cog icon located next to your name. Once you click on the icon, there will be a “help” option. This icon is available on every *AlcoholEdu and Sexual Assault Prevention* screen. You do not need to be logged into the course to access the Technical Support Center. You may also access <https://www.una.edu/AlcoholEDU-SexualAssaultPrevention> for additional trouble-shooting tips and other information.

Please note that *AlcoholEdu for College and Sexual Assault Prevention* both include pre- and post- surveys that are designed to measure alcohol and sexual assault related attitudes and behaviors. All survey responses are strictly confidential; UNA will only receive student pass/fail status and information about the student body as a whole. UNA will never see individual students’ responses.

**\*Failure to successfully pass and complete Part 1 and Part 2 of the mandatory *AlcoholEDU and Sexual Assault Prevention* courses may result in additional educational information and/or a meeting with the Office of Student Conduct or Title IX Office.\***

**If the course content is triggering to you as a survivor of sexual assault and you are unable to complete the Sexual Assault Prevention module, please contact the Title IX Office at 256-765-4223 or [titleix@una.edu](mailto:titleix@una.edu) for accommodations.**