



**To: NASDA Field Supervisors**

**From: Charlie Ingram and Elizabeth Rowland, NASDA**

**Date: August 28, 2019**

**RE: Instructions for NASDA Supervisors on Workplace & Sexual Harassment Training**  
**Project Code: 350**

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This message is to follow-up from the August 9 memo sent to all employees about Workplace & Sexual Harassment Training for NASDA Supervisors and Enumerators.

NASDA strives to provide a work environment for employees that encourages dignity and respect for everyone. NASDA is required to comply with federal and state laws which prohibit workplace harassment, including sexual harassment, and is required to provide specialized training for all employees.

NASDA will start the required sexual harassment training for all field enumerators and supervisors beginning in September/October when they attend upcoming survey workshops for ARMS II and Veg Chem, or when they attend survey workshops for ARMS III next January/February. **Your RFO will inform you when your harassment training is scheduled. No training time is approved for enumerators to take the training outside one of these workshops.** (*The harassment training can also be taken during any scheduled "Mini-Schools" if it does not add any hours to the overall Mini-School.*) The training should be completed by all employees by March 1, 2020.

The training will be conducted online through the website [www.sexualharassmenttraining.com](http://www.sexualharassmenttraining.com) using a laptop or iPad. There are two specific and separate training courses for supervisors and enumerators. The training course for **NASDA enumerators** takes 1 hour and is titled "*Sexual Harassment in the Workplace.*" The training course for **NASDA Supervisors** takes 2 hours or less and is titled "*Sexual Harassment Training for Managers/Supervisors.*"

**Below are step-by-step instructions for supervisors, including the online link to access and login to the training.**

We greatly appreciate your efforts to keep the NASDA and NASS workplaces respectful and professional!

## NASDA Workplace & Sexual Harassment Training

### Training Project Code 350

#### INSTRUCTIONS FOR SUPERVISORS

NASDA Supervisors are required to take a 2-hour course titled “Sexual Harassment Training for Managers/Supervisors.” Below are step-by-step instructions.

1. On your laptop or iPad, please click on the **Supervisor Training Link** at:  
<https://www.sexualharassmenttraining.com/login>
2. To login and begin the training, please enter the following Username and Password (*both are case-sensitive*):  
**Username: NASDAMGR**  
**Password: 4350Nasda**
3. When you login, the system will provide you with a “Session Key.” Please write this down in case your training session gets interrupted! If you don’t complete the training in one sitting or you get interrupted, you can logoff or close the browser. When you want to continue training, login again and enter the “Session Key” to resume where you left off.
4. At the end of the training there will be a final exam which each person will need to successfully pass. If you don't pass the first time, you can take it as many times as you need to pass.
5. Once you pass, please enter your name on the certificate. You will receive a PDF certificate immediately by email. You **do not** need to send NASDA or the RFO a copy of the certificate for our records—the online system will maintain the grading, certification and record-keeping for the training.
6. Congratulations! You have completed the training which is valid for 2 years! We greatly appreciate your efforts to keep the NASDA and NASS workplaces respectful and professional!
7. Please Remember to use **Project Code 350** for your training!