



MANDATORY ONLINE TRAINING COURSES

You are required to complete 2 mandatory online training programs within 1 week of receiving your Lehigh credentials.

1. Compliance Work Harassment
2. Compliance Minors

You are automatically registered in both courses once you create your Lehigh University log-in credentials for your email account. The online courses are interactive in nature and take approximately 30-45 minutes to complete.

To access your sessions, log in to Course Site with your Lehigh University credentials at:

<https://coursesite.lehigh.edu/>

In the Navigation box to the left of your screen, click “My Courses” and “Administrative Courses”

There are three steps that you must take to complete each course:

1. **WATCH** the interactive video by clicking on the link provided
2. **READ** the policy by downloading the PDF
3. **AFFIRM** your training session is complete by clicking on the Affirmation of Training Completion box
 - This option is not available until you complete the online session

You also have the option to download and print your completion certification for your records. **Please print copies of both completion certificates and give them to your Department Chair/Program Director.** The Office of General Counsel will receive notification once you have completed each session but it is encouraged that you keep a copy in your personal files.

Should you have any questions regarding the process or online course instructions in Course Site, please contact the Office of General Counsel at: (610) 758.3572.