

USNH Online Learning

Managers and employees have a responsibility and legal obligation to provide a harassment-free work environment for all employees. USNH is proud to offer online training on this important topic. This course, designed for all USNH employees including faculty, staff and student-employees, discusses the human characteristics that are protected by anti-discrimination laws and USNH policy as well as the type of conduct related to the "protected classes" that can lead to a claim of unlawful harassment. It also discusses steps we can take to prevent harassment and what to do in the event that you witness or experience it.

Access USNH Online Learning* at: <http://learning.syntrio.com/usnh>

To Sign On to the **UNSH Online Learning** center, simply follow these steps:

1. Enter your **USNH IT ID** (*this is your username you use to log into your campus network*)
2. For Password use: **usnhtraining**

During the Sign On process you will be prompted to change the password to one of your own choosing. Please **DO NOT** make it the same password you use for your campus network for security reasons.

USNH Online Learning

Syntrio LMS (Plus) Version 8.7

USNH IT ID:

Password:

Sign On

Forgot your
Password?
[Click here.](#)



University System of New Hampshire

Welcome to USNH's Online Learning site.
Thank you for your participation in this online learning opportunity!

IMPORTANT:

Your LOG-IN will always be your **USNH IT ID**
(your computer network log-in NOT your USNH employee ID #).

Your initial password is: **USNHTRAINING**
You will then be prompted to change your password after successfully logging in the first time.

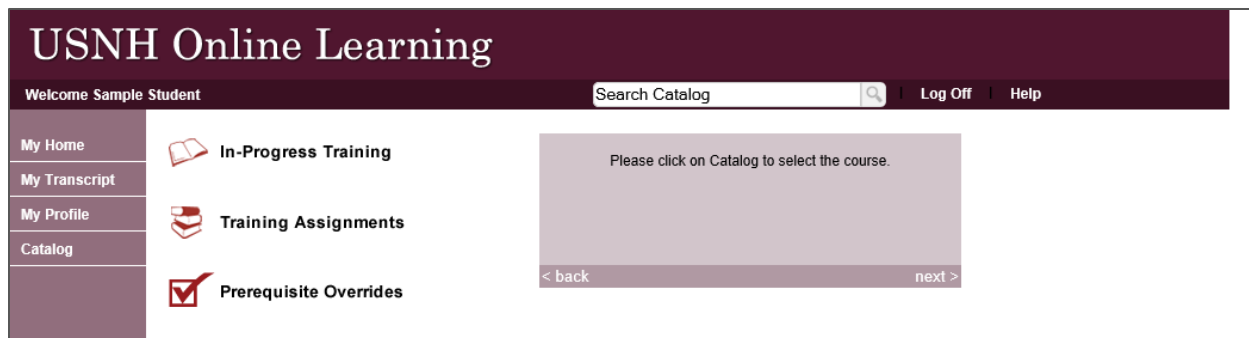
Once you log into your account please click on Training Assignments and you will see the course(s) currently available for you to access and complete.

For additional instructions on how to access your assigned course in the USNH Online Learning Center,
Click [HERE](#).



If you experience difficulties logging in, please click [here](#) to find your campus administrator contact information.

*FYI – Your courses available via the USNH Online Learning are viewable on a variety of mobile platforms (laptops, tablets and iPads) but we do not recommend access via smartphones.

After a successful Sign On, you will see this screen:



On the left side menu please click on Catalog. You will now see the available courses for your campus.

- Please click on the Select button  for the course you wish to take.
- Please click on the Take Course button  and follow the prompts in the course.

IMPORTANT NOTE: SAVE your progress if unable to complete your course, use the EXIT button in the upper right corner. If you close your browser window prior to clicking the EXIT button and you have NOT yet completed the course, you will lose your progress and have to start from the beginning.

How to Print your certificate (*this is optional - you are not required to unless asked by your department*)

After completing a course successfully:

- Click on **My Transcript** on the left side menu
- Double click on the **Cert** icon
- Use the print option in your browser to print the certificate
- Be sure to choose Landscape mode for the printing options and turn off any footer or headers in the print options

If you have any difficulties or need assistance regarding accessing your course(s), please contact your USNH campus administrator via email from the list found on the USNH Human Resources website:

http://www.usnh.edu/hr/pdf/LMS_Campus_Administrators.pdf

Thank you!