INSTRUCTIONS FOR ACKNOWLEDGING THE PREA POLICY IN THE LMS
FOR EMPLOYEES

1. Log in to the SAP/Beacon Portal with your NCID.

2. Click on the LEARNING tab.

3. Click SUBMIT

4. Click on MY TRAINING AND TRANSCRIPT
5. Click on **LAUNCH** or **OPEN CURRICULUM**

6. Click on **ACTIVATE**

7. Click **LAUNCH**

The Policy will open in another window. Review the policy.

After reviewing the policy, click **MARK COMPLETE**
8. Click **ACKNOWLEDGE**

An acknowledgement window will open. After reviewing and you are ready to acknowledge your review and understanding, click **ACKNOWLEDGE**

9. You will then be able to complete the information reporting portion of this Policy. Click **ACTIVATE**.

10. Then Click **LAUNCH TEST**

Read the instructions and click **CONTINUE**
11. Answer the questions

Once you have selected your responses, click **SUMMARY**.

12. Review your responses for accuracy. If there are errors, click **GO TO SECTION**. If accurate, click on **Submit FINAL ANSWERS**

13. You have completed the requirements. You will see on your completed transcript that the status is **COMPLETED**.

**Please note that if you answer “YES” to any of the questions, you will **NOT** show a COMPLETED Status. It will show IN PROGRESS under status and will show as FAILED on the PREA Information Collection section of the curriculum. You should follow-up with your supervisor immediately.**