**Sexual Harassment Policy Office**

**Harassment Prevention Training for the Academic Workplace**

**Training For Non-Faculty Teaching & Academic Personnel**

**An online training program is offered to non tenure-line faculty and instructors including adjuncts, lecturers, consulting professors, graduate teaching assistants, course assistants, and other academic and research staff such as visiting professors, visiting fellows, visiting scholars and post doctoral scholars.**

**Instructions**

Log into [Axess](http://axess.stanford.edu/) using your SUNet ID and password.

Once you are logged in, click on the tab for “STARS (Training),” found along the top of the page.

Enter the course number **SHP-0003** into the search catalog. Using the "continue" button, click through to the course description.

Scroll down the course description page and click "enroll." Launch and complete the online program. You will be able to stop and start the course at any time, at your convenience. The course is self-paced and takes approximately an hour to complete.

At the end of the course you have the opportunity to print and/or download a training certificate and a record will appear in your training history in [STARS.](http://axess.stanford.edu/) There are no fees associated with this training program.

**If you have already started the course and need to return to it**:

Log into [http://axess.stanford.edu](http://axess.stanford.edu/) using your SUNet ID and password. Once you are logged in, click on the tab for “STARS (Training),” found along the top of the page. Select "**All Learning**" from the left hand side menu to find the course (SHP-003) that is in progress. Click the "launch" button to return to the course from where you last left off.

**Questions?** Email [shpo-training@stanford.edu](mailto:shpo-training@stanford.edu) or call (650) 724-2120.