

## EMPLOYEE SELF-ENROLLMENT EMAIL TEMPLATES – CALIFORNIA, NEW YORK AND MULTI-STATE

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Administrators,

Please use one of these three email templates (California, New York, or Multi-State) if your employees will be self-enrolling in the Harassment Prevention Training course. All items in **red** will need to be filled in with your organization's specific requirements.

Username **MUST** be the Learner's work email address. For employees *without* email addresses, their Username should include the CID Number (Customer Identification Number) in the following format: **firstname.lastname.CID#**. You can find the CID Number on your welcome email.

Copy and paste your Employee and/or Supervisor enrollment key (registration) links into the template below – they can be found in your welcome email. **California employers:** you can either send one email to the entire organization with both the employee and supervisor links or send two emails (one to employees and one to supervisors) to ensure your Learners sign up for the correct course.

**PLEASE NOTE:** you will not see your Learners in the registration or status reports until they have added and enrolled themselves in the course. In addition to giving a deadline for completion, you may also want to give your Learners a deadline to enroll so you can start tracking their progress. A 2-day enrollment deadline is recommended.

### CALIFORNIA EMAIL TEMPLATE

**To:** All supervisors and employees

**Subject Line:** YOUR ACTION REQUIRED! Bi-Annual Harassment Prevention Training Enrollment

**Importance:** High!

**(Your salutation),**

The state of California requires we take Harassment Prevention Training every two years and our two years expires in 2021. All modules must be complete and timing requirements met to receive your completion certificate – the employee course is one hour in length and the supervisor course is two hours.

It is *extremely* important that you follow these enrollment guidelines in order to receive full credit for the course:

- Click on the applicable link below – supervisor or manager
- Your Username will be your work email address

**Employee enrollment key link**

**and/or**

**Supervisor enrollment key link**

You must enroll in the course within **(number of days)** of receiving this email. You have until **(insert due date here)** to complete the training.

If you have any questions, please let me know.

**(Your Signature)**

## EMPLOYEE SELF-ENROLLMENT EMAIL TEMPLATES – CALIFORNIA, NEW YORK AND MULTI-STATE

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### NEW YORK EMAIL TEMPLATE

**To:** All supervisors and/or employees

**Subject Line:** YOUR ACTION REQUIRED! Harassment Prevention Training Enrollment

**Importance:** High!

**(Your salutation),**

Please know that the state of New York requires we take Harassment Prevention Training annually and this email is to give you the necessary information to enroll in this course. All modules must be complete prior to you receiving your completion certificate.

It is *extremely* important that you follow these enrollment guidelines in order to receive full credit for the course:

- Click on the link below
- Your Username will be your work email address

**Enrollment key (registration) link**

You must enroll in the course within **(number of days)** of receiving this email. You have until **(insert due date here)** to complete the training.

If you have any questions, please let me know.

**(Your Signature)**

### MULTI-STATE EMAIL TEMPLATE

**To:** All supervisors and/or employees

**Subject Line:** YOUR ACTION REQUIRED! Harassment Prevention Training Enrollment

**Importance:** High!

**(Your salutation),**

**(Name of your company)** requires we take Harassment Prevention Training **(annually, every two years, etc.)** All modules must be complete prior to you receiving your completion certificate

It is *extremely* important that you follow these enrollment guidelines in order to receive full credit for the course:

- Click on the link below
- Your Username will be your work email address

**Enrollment key (registration) link**

You must enroll in the course within **(number of days)** of receiving this email. You have until **(insert due date here)** to complete the training.

If you have any questions, please let me know.

**(Your Signature)**