To access the HAVEN for Faculty & Staff training module:

1. Go to [https://haven.wm.edu/facultystaff.php](https://haven.wm.edu/facultystaff.php). The module includes both video and audio portions; if possible, ensure that you have speakers or headphones available when taking the course. Transcripts of the audio/video portions are also available.

2. Log in using your William & Mary User ID and Password.

3. Click the “Start HAVEN” link

4. The system should automatically load your first and last name and age range. Click “Next.”
5. You will receive a notice of “Registration completed successfully.” Click “Get Started” to enter the course.

6. Click “Begin” to start the course.
7. Advance through the module by clicking the right-pointing arrows.

8. As you complete sections of content, the module will return you to the main menu screen. The next available section will be unlocked and accessible by clicking “Begin.”

9. Completion of the module, including assessments, surveys, scenarios, and reviews of supplementary material, will take approximately one hour. If needed, you can exit the course and return to your place at a later time. At the end of the presentation, you will be prompted to complete as assessment of what you have learned through the module.
10. Part 2 is a final survey. Approximately 30 days after you complete the main module, you will receive an email with the subject line “Notice: Part 2 for Haven for Faculty & Staff is Ready” notifying you that the survey is available. Log back in at https://haven.wm.edu/facultystaff.php using your William & Mary User ID and Password. **Part 2 is only a brief (approximately 15 minute) survey; you will not be advancing through any additional instructional content as you did in Part 1.**

11. Click the “Start HAVEN” link

12. Click “Access Course.”
13. Once you have completed the survey, the system will return you to the main content screen. **You do not need to re-complete any content.** You can confirm completion using the student dashboard. Click your name at the top right corner of the main curriculum screen and select “Dashboard” from the dropdown menu.

14. The Dashboard will show “This course is complete” in the Notifications section. Completion records are automatically accessible to the Office of Compliance & Equity, so you are not required to submit proof of completion to our office.

If you have questions about the module or encounter any issues accessing the content, please contact: Margaret Morrison at 757-221-3146 or mjmorrison@wm.edu.