

CALIFORNIA SEXUAL HARASSMENT TRAINING – ASSOCIATE FREQUENTLY ASKED QUESTIONS

Why am I receiving this training?

Q: I just received an email, sent by Atrium (learnwithatrium@atriumstaff.com), regarding mandatory Sexual Harassment Training. Is this legitimate?

A: YES, this is legitimate, and you **should follow all directions** in the **2** emails being sent from learnwithatrium@atriumstaff.com .

Q: Why am I receiving this?

A: Beginning January 1, 2021, CALIFORNIA requires **ALL EMPLOYEES** to be trained within one month of hire.

Q: What if my employment with Atrium has ended and I am no longer on any Atrium assignment, and do not have immediate plans to work for Atrium in the future?

A: Please email learnwithatrium@atriumstaff.com and let us know that so we can remedy the error.

Q: What does this training entail?

A: There are **two parts** to this training:

1. A PDF of Atrium's Sexual Harassment Training Policy in which click is required, and
2. An interactive video

Q: How long will this training take me to complete?

A: Budget at least one to two hours.

Username and Passwords:

Q: My username and password are not working (DO NOT USE YOUR OTHER Atrium related logins)?

A: Website: <https://learnwithatrium.bizlibrary.com>

USERNAME: Your personal email address we have on file

PASSWORD: Pass1

Q: My username and password are **still not working (many are trying to use other Atrium related logins in ERROR)?**

A: Website: <https://learnwithatrium.bizlibrary.com>

USERNAME: their email address

SELECT '**FORGOT PASSWORD**'

Accessing the training:

Q: I am logged in, but I do not see anything assigned to me.

A: Please email support@bizlibrary.com and let them know that you have been assigned sexual harassment training through Atrium, but you do not see any courses listed.

Q: I am logged in and there are courses assigned to me but I cannot open the video.

A: Please make sure that you enable pop up blockers. If you are still having trouble, please contact support@bizlibrary.com.

Once you have completed the training & getting paid:

Q: Will I get paid for this training?

A: Yes. The client you are working with has been made aware that the you will enter the training time on **your regular Atrium timesheet**. YOU MUST inform your supervisor ahead of time that you are planning to enter time in the upcoming timesheet.

Q: I finished the training, but I am still getting past due reminders?

A: There are two parts to the training (you already completed the hardest part): The video (complete), and the Atrium policy. You must complete BOTH.

ACTION REQUIRED - Atrium Mandatory Training Assignment Information

Email replacement fields:

Message Body:

B *I* U            

Firstname Lastname,

Please do not discard this email. This is a MANDATORY training, issued by Atrium, required by the city or state you work in.

There are two REQUIRED pieces to this training:

- [Atrium's Sexual Harassment Policy](#) - requires you to read and mark complete
- An [interactive video training](#) on prevention of sexual harassment in the workplace (budget one hour)

Failure to complete this training by the following deadline could effect your assignment with Atrium: UserLearningInitiativeDueDate

REMINDER: YOUR LOGIN CREDENTIALS ARE DIFFERENT THAN OTHER ATRIUM CREDENTIALS (should have been provided in a previous email).