Instructions for Completing 2017-18 Responsible Employee Training

1. Go to Sakai@UNC by visiting www.unc.edu/sakai.

2. Click on “onyen login” in the upper right corner of the web page.
3. Log in with your ONYEN and password.

4. Click on “Sites” in the upper right corner of your Sakai home page.
6. To access the training, click on the link that says “Click here” on the training’s Overview page.

7. Watch this video to complete your Responsible Employee training. A quiz will follow.
8. To access the quiz, click on “Tests & Quizzes” in the menu on the left side of the web page.

9. Under the heading “Take an Assessment,” click on “Responsible Employee Training Quiz.”
10. When you are ready to begin, click “Begin Assessment.”

11. After you’ve answered all 7 questions, click “Submit for Grading” at the bottom of the web page.
12. Click “Submit for Grading” again.

13. Click “Continue.”
14. Click on “Feedback” to see the correct answers to the questions.