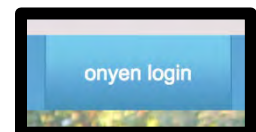


Instructions for Completing Campus Security Authority Training for temporary employees and affiliates

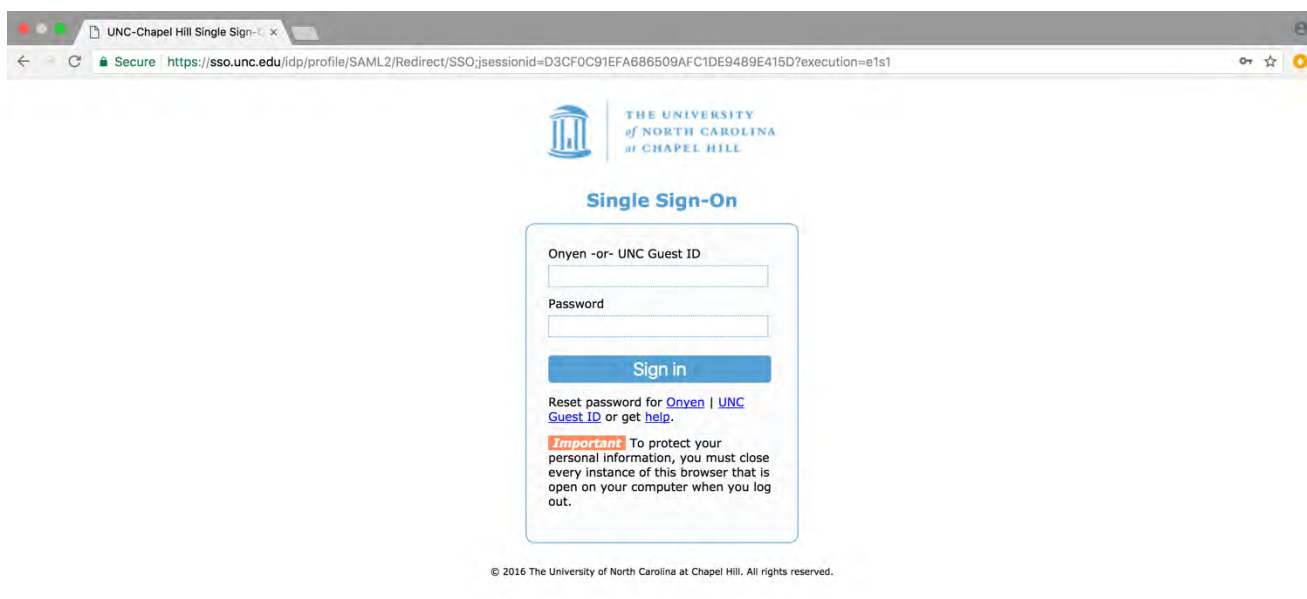
1. Go to Sakai@UNC by visiting www.unc.edu/sakai.



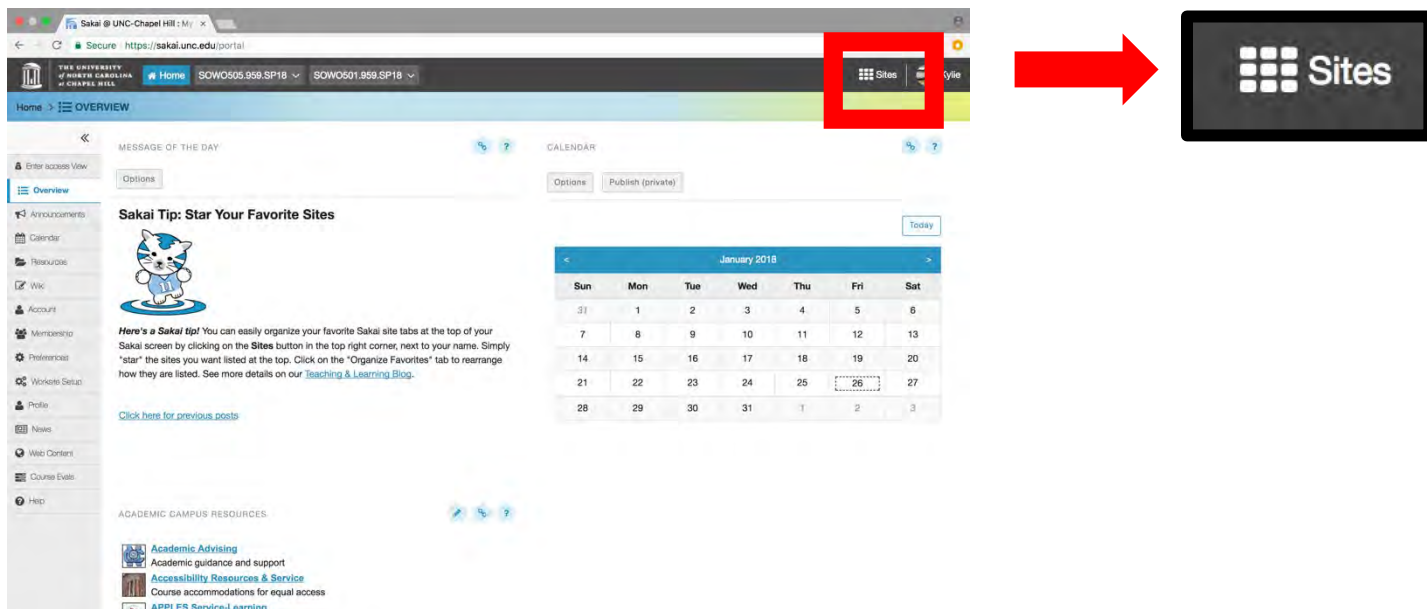
2. If you have an onyen, click on “onyen login” in the upper right corner. If you do not, use the “non onyen login” beside it.



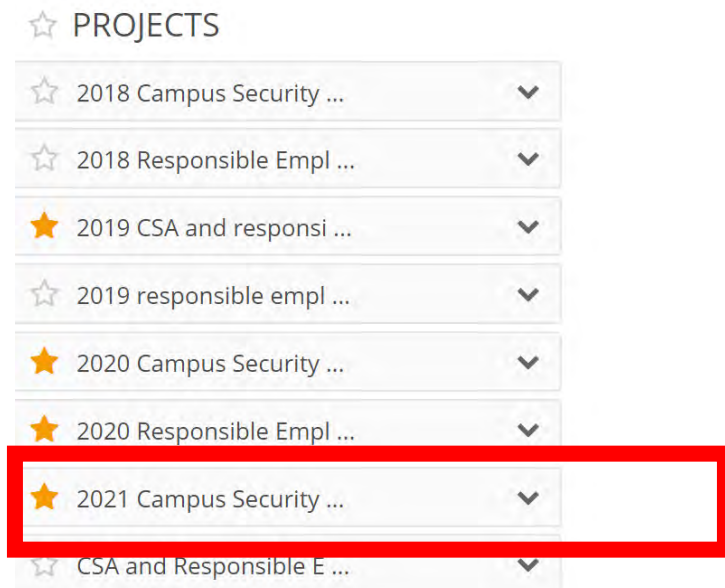
3. Log in with your ONYEN and password or other requested info.



4. Click on "Sites" in the upper right corner of your Sakai home page.



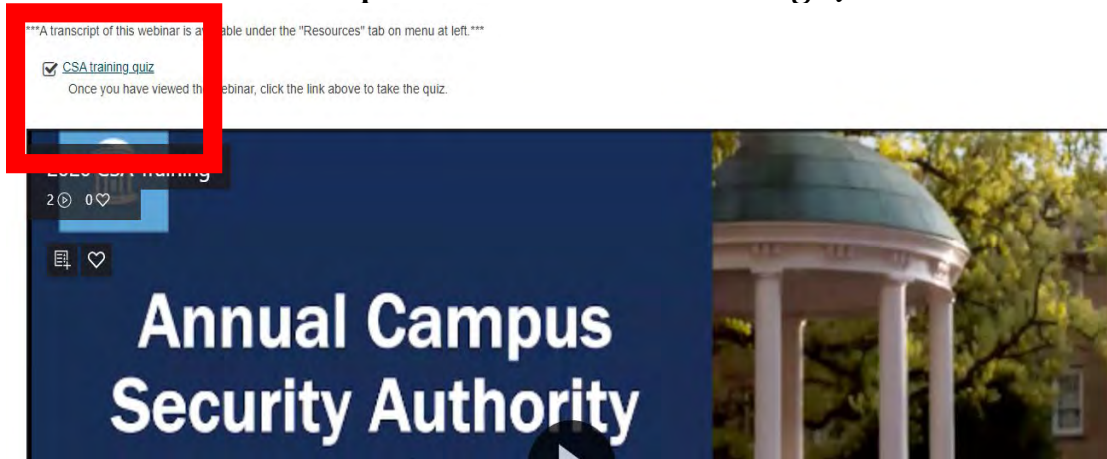
5. Under “Projects,” select “Campus Security Authority Training” for the current year



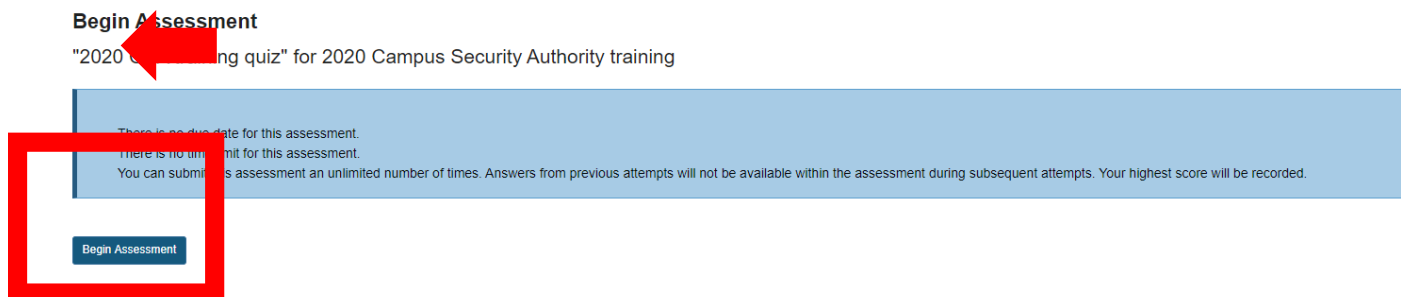
6. To access the training, click the play icon on the webinar



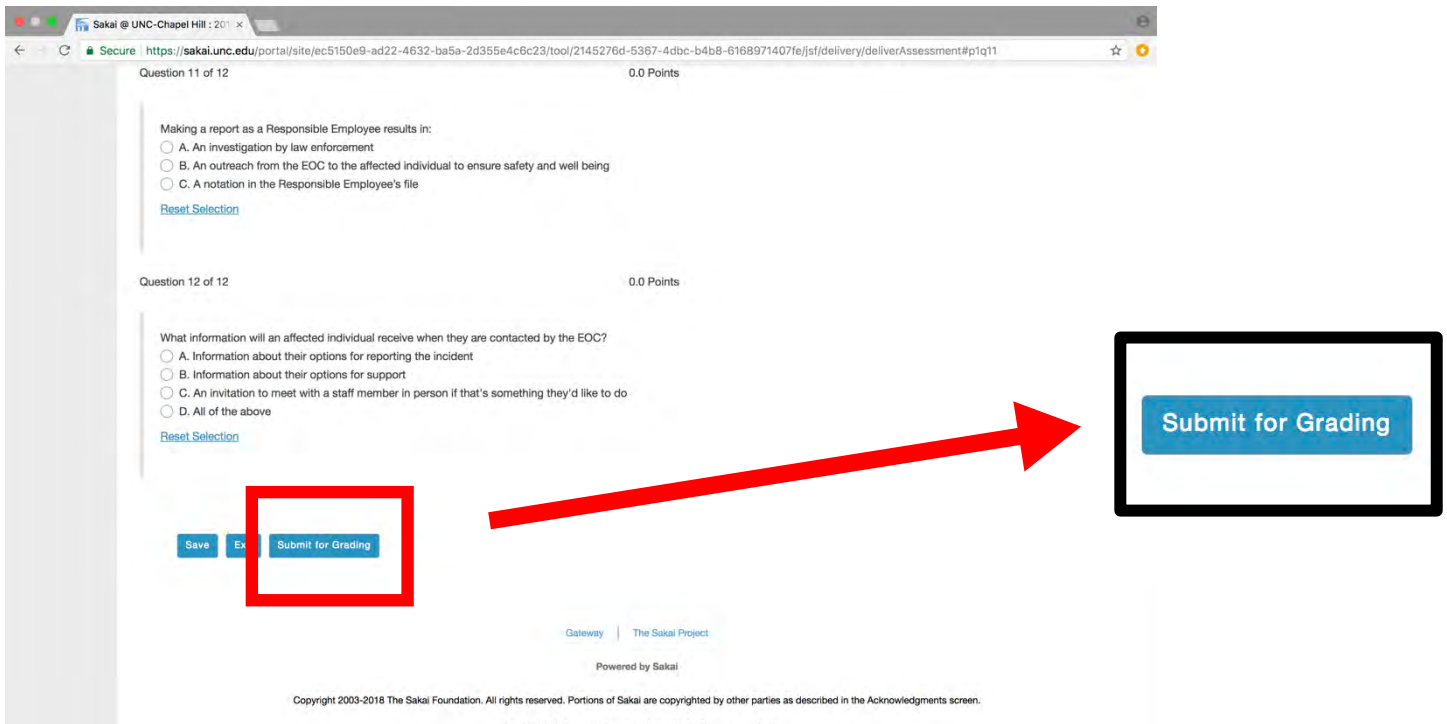
7. To access the quiz, click on “CSA Training Quiz” above the webinar.



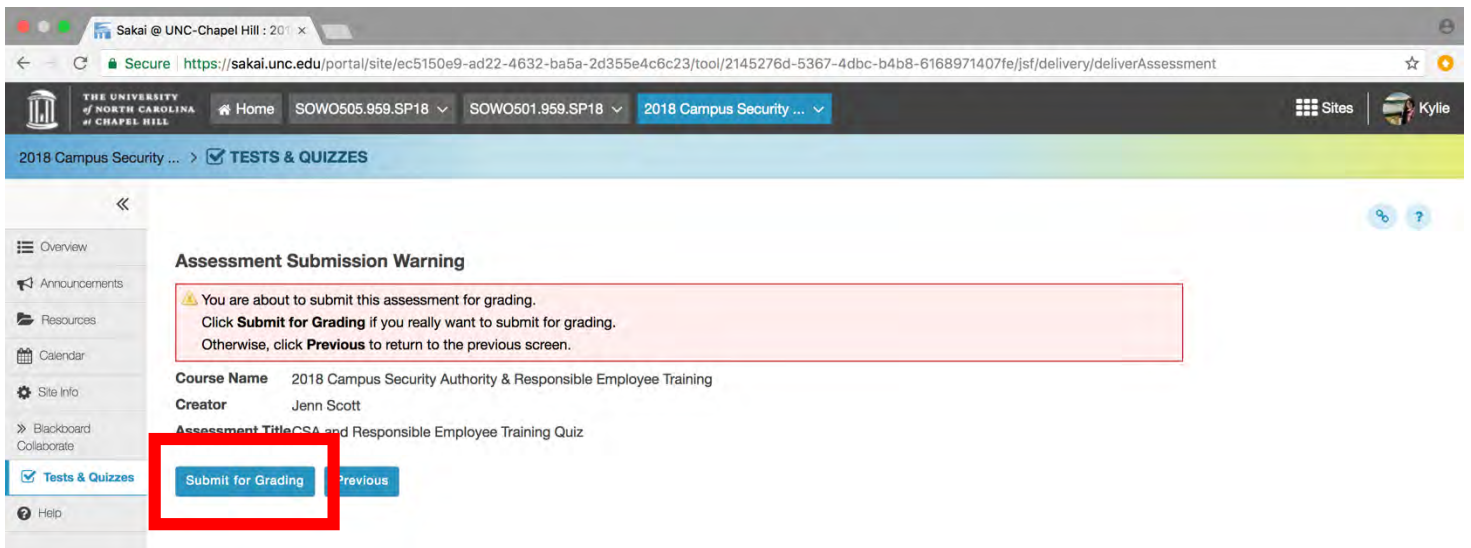
8. When you are ready to begin, click “Begin Assessment.”



9. After you've answered all questions, click "Submit for Grading" at the bottom of the web page.



10. Click "Submit for Grading" again.



11. Click on “Feedback” to see the correct answers to the questions.

The screenshot shows the Sakai LMS interface for a user named Kyle. The page title is "2018 Campus Security... TESTS & QUIZZES". The main content area is titled "Assessments" and includes a "Take an Assessment" section with a table of available assessments. Below that is a "Submitted Assessments" section with a table of completed assessments. A red box highlights the "Feedback" link in the "Submitted Assessments" table. A blue button labeled "Submit for Grading" is also highlighted with a black box.

Title	Time Limit	Due Date/Time
CSA and Responsible Employee Training Quiz	n/a	n/a

Title	Statistics	Recorded Score	Feedback Available	Individual Score	Time	Submitted
CSA and Responsible Employee Training Quiz	n/a	n/a	Immediate Feedback	n/a	n/a	2018-01-26 7:27 AM

[View All Submissions/Scores](#) | [View Only Recorded Scores](#)

[Submit for Grading](#)