Instructions to access EverFi – Haven™ Sexual Assault Education and Awareness training.
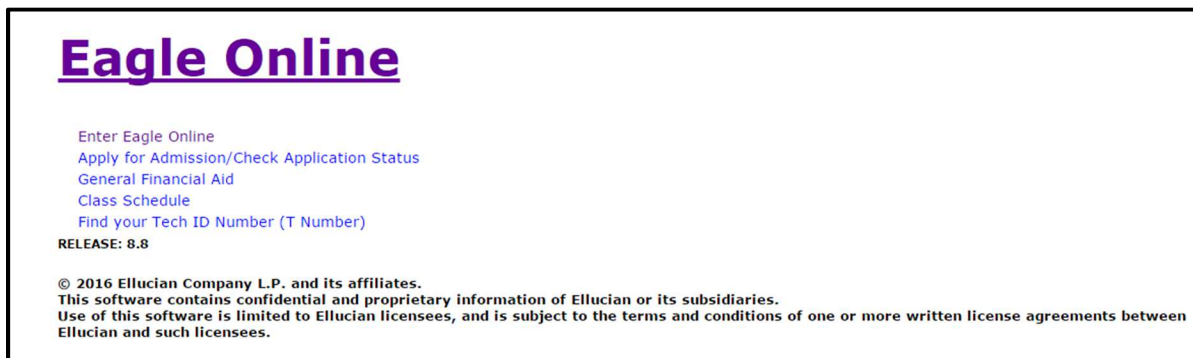
Important: Haven is split into two parts.

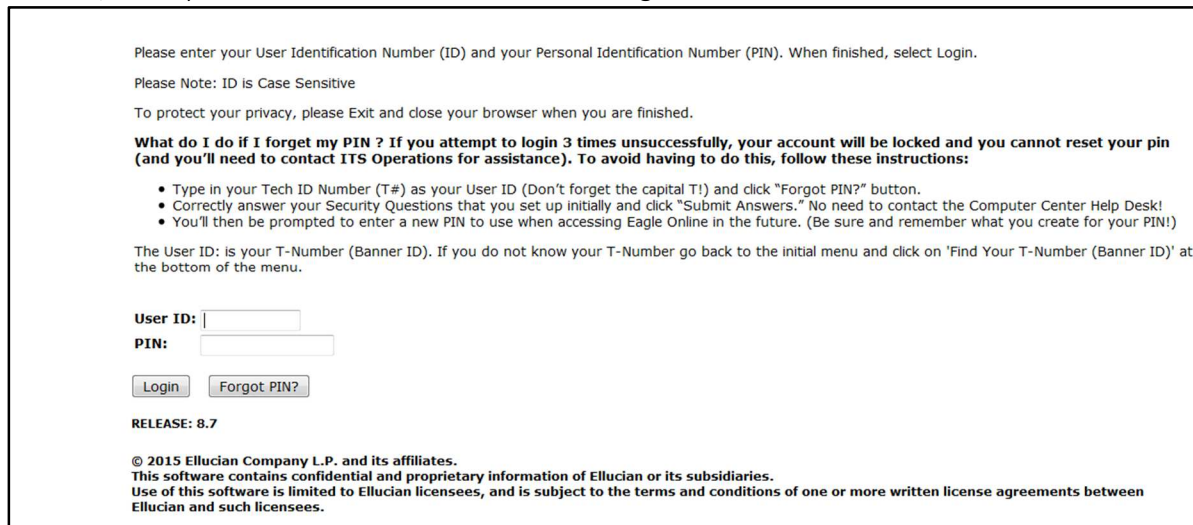|	
Part 1 (requires approximately 60 minutes to complete): • Pre Survey • Pre Quiz • Introduction • Six Content Modules • Post Quiz	*30 day timeout – an email will be sent to your TTU campus email when Part 2 is ready for completion.* **Part 2** (requires about 15 minutes to complete) • Follow-Up Survey

IMPORTANT – Please review the semester completion deadlines on the University's Haven™ website: (http://www.tntech.edu/titleix/haven)

To access Haven™

1. Go to Eagle Online (http://www.tntech.edu/eo) and click "Enter Eagle Online" to access your online Student Account.

Eagle Online

Enter Eagle Online
Apply for Admission/Check Application Status
General Financial Aid
Class Schedule
Find your Tech ID Number (T Number)
RELEASE: 8.8

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2. Enter your Tech ID Number (TNumber) and PIN to enter your student account. Note: If you forgot your PIN number, enter your Tech ID Number and click on "Forgot PIN?" for assistance.

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

Please Note: ID is Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

What do I do if I forget my PIN ? If you attempt to login 3 times unsuccessfully, your account will be locked and you cannot reset your pin (and you'll need to contact ITS Operations for assistance. To avoid having to do this, follow these instructions:

• Type in your Tech ID Number (T#) as your User ID (Don't forget the capital T!) and click "Forgot PIN?" button.
• Correctly answer your Security Questions that you set up initially and click "Submit Answers." No need to contact the Computer Center Help Desk!
• You'll then be prompted to enter a new PIN to use when accessing Eagle Online in the future. (Be sure and remember what you create for your PIN!)

The User ID: is your T-Number (Banner ID). If you do not know your T-Number go back to the initial menu and click on 'Find Your T-Number (Banner ID)' at the bottom of the menu.

User ID:
PIN:

Login   Forgot PIN?

RELEASE: 8.7

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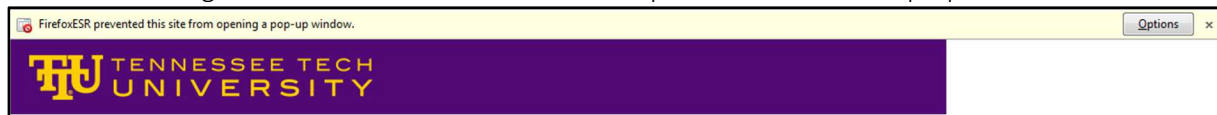
For additional assistance accessing your Eagle Online account, please contact myTECH Helpdesk at (931) 372-3975.

3. Once successfully logged in to Eagle Online, click on the "Student" tab located at the top of the webpage.


```
Personal Information  Student  Financial Aid  Faculty Services  Employee

Search [          ] [Go]                      ACCESSIBILITY  SITE MAP  HELP  EXIT

Main Menu

Welcome, James A. Mullis, to the WWW Information System! Last web access on Apr 21, 2015 at 09:16 am

Personal Information
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.
Student
Apply for Admission, Register, View your academic records.
Financial Aid
Apply for Financial Aid; View financial aid status and eligibility, accept award offers, and view loan applications.
Faculty and Advisors
Enter Grades and Registration Overrides, View Class Lists and Student Information
Employee
Time sheets, time off, benefits, leave or job data, paystubs, W2 forms, W4 data.
Student Enrollment And Degree Verification

RELEASE: 8.7

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```

4. Next, click on the "EverFi – Haven" link. This will redirect you to Haven. If you have popup blockers enabled, you will see a warning similar to the one below. Click on "Options" and "Allow Pop-ups for …"


```
FirefoxESR prevented this site from opening a pop-up window.          [Options]  ×

TU  TENNESSEE TECH
    UNIVERSITY
```

Otherwise, you may click on the "link" to redirect you.


```
Personal Information  Student  Financial Aid  Faculty Services  Employee

Search [          ] [Go]                              SITE MAP  HELP  EXIT

EverFi - Haven

If you are not redirected automatically, follow this link.

Return to Menu

RELEASE: 8.2

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```

If you have problems accessing Haven™, please send an email to TitleIX@tntech.edu providing as much detailed information as possible for us to better assist you.

5. Once you've successfully accessed Haven, you will need to register. Your first and last name should appear, and you will need to select your age. Next, click the dropdown box and select your student type and your term (Fall 2016). You may begin the program by clicking the "I agree to the terms of service" and then click "Next." Follow the on-screen instructions to navigate the system.


6. Once you've successfully accessed Haven, you may begin the program by clicking on "Get Started".

<u>Please Note:</u> The course may include surveys to help personalize your experience and measure students' attitudes and behaviors. <u>All survey responses are confidential</u>. The school will only receive information about the student body as a whole and will never see individual students' answers.

7. To begin the program's modules click on "Introduction – Get Started". You will use this screen to navigate through Part 1's modules.
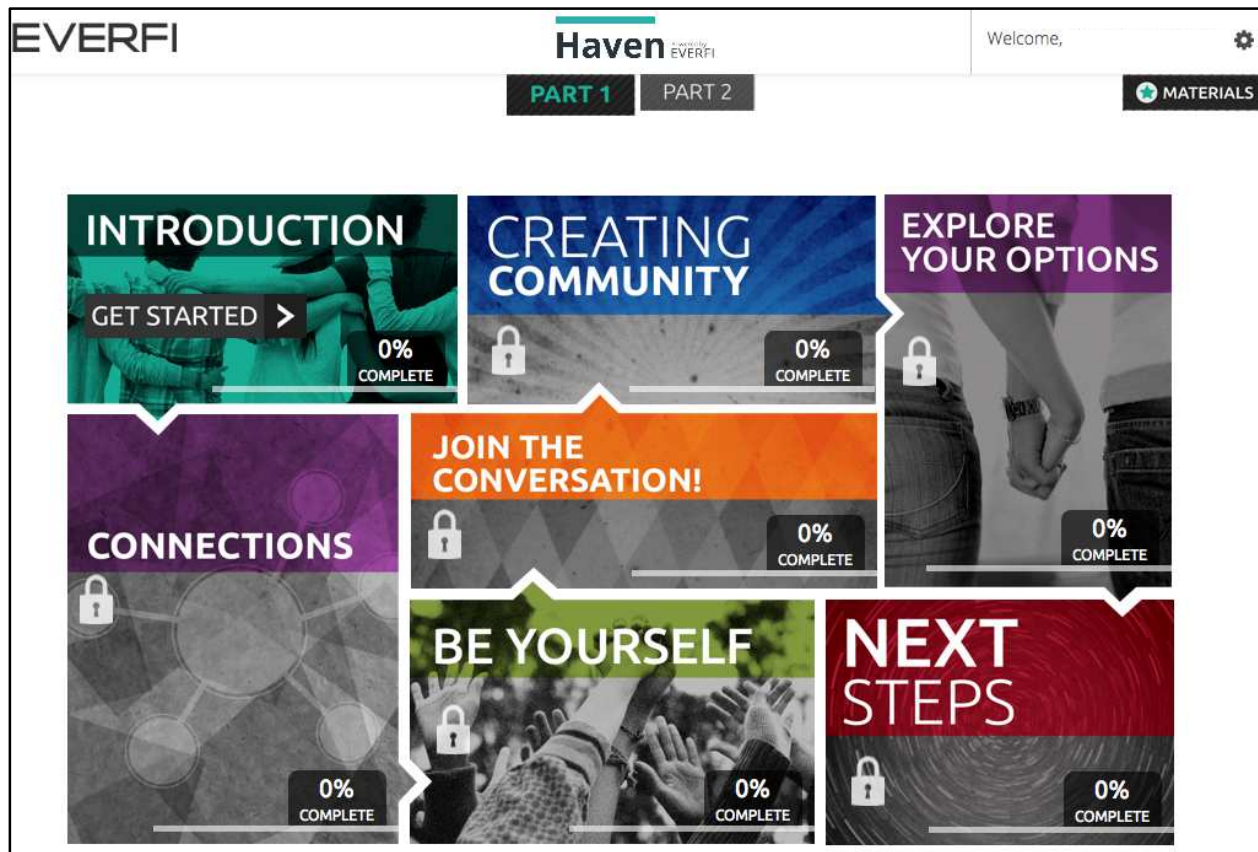

8. Each module consists of either slides with audio commentary, videos, interactive sections, or a combination of each.
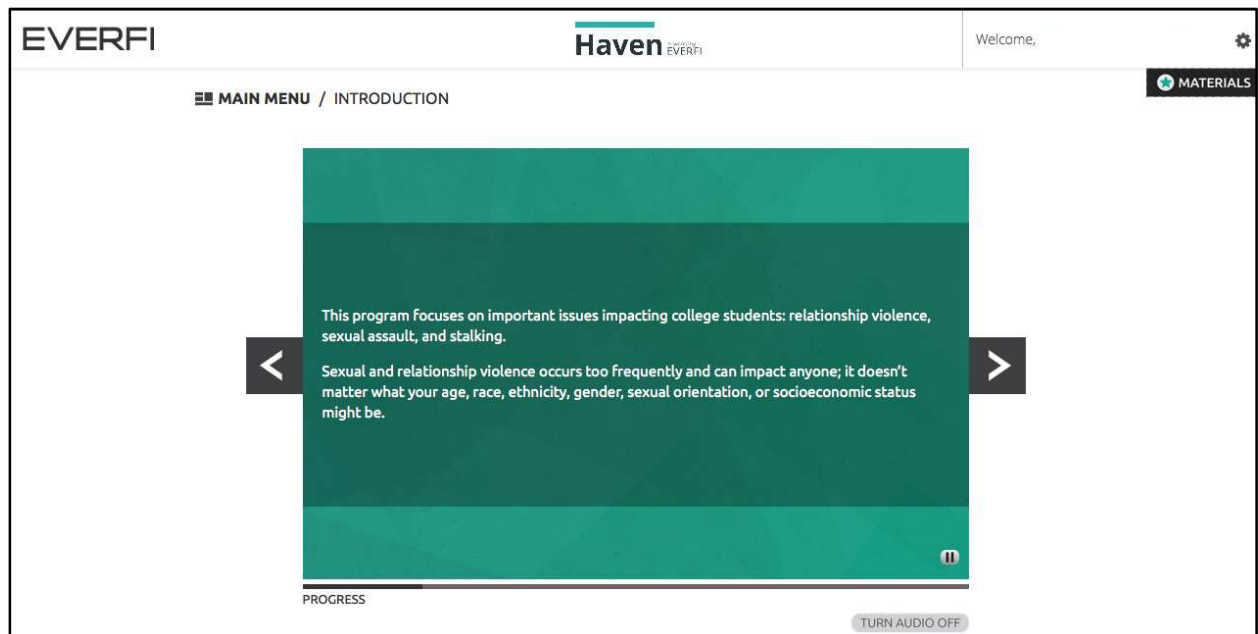
9. You can check your progress by clicking on your name in the top right corner, then clicking "Dashboard".
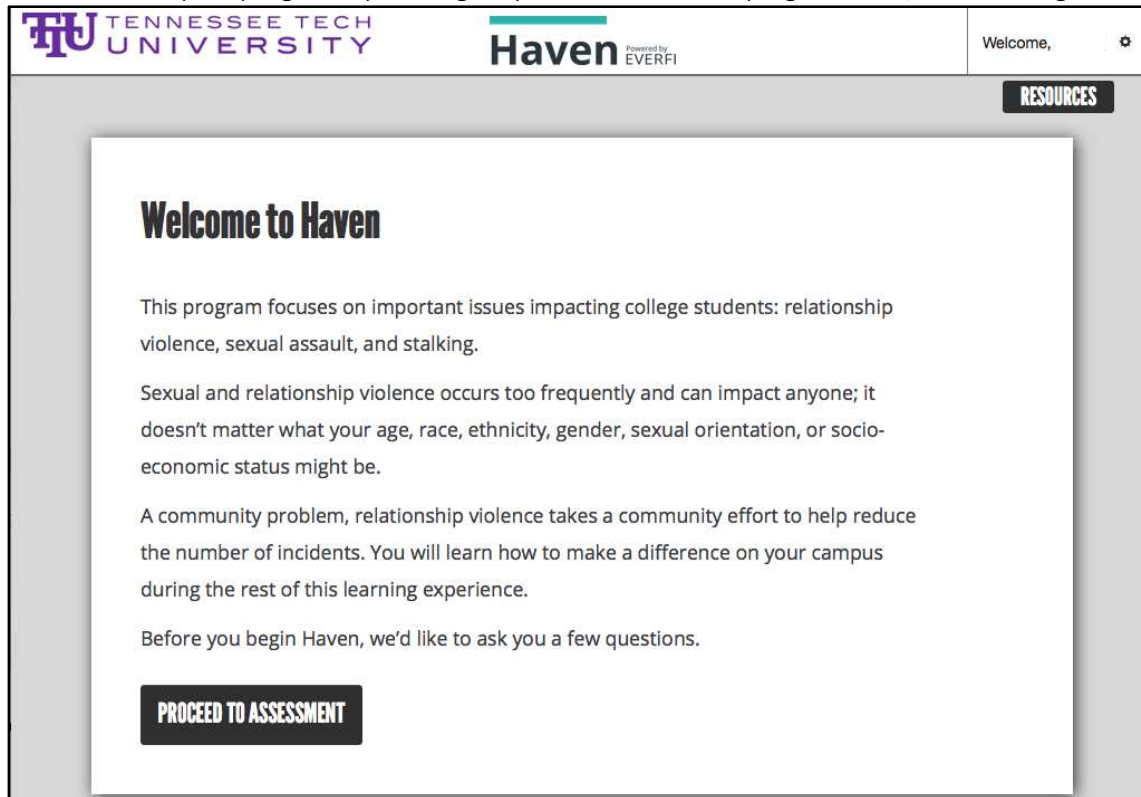

10. Once you have successfully completed Part 1, you're the module screen should appear similar to the image below. Notice the "*100% COMPLETE*" within each module's block.
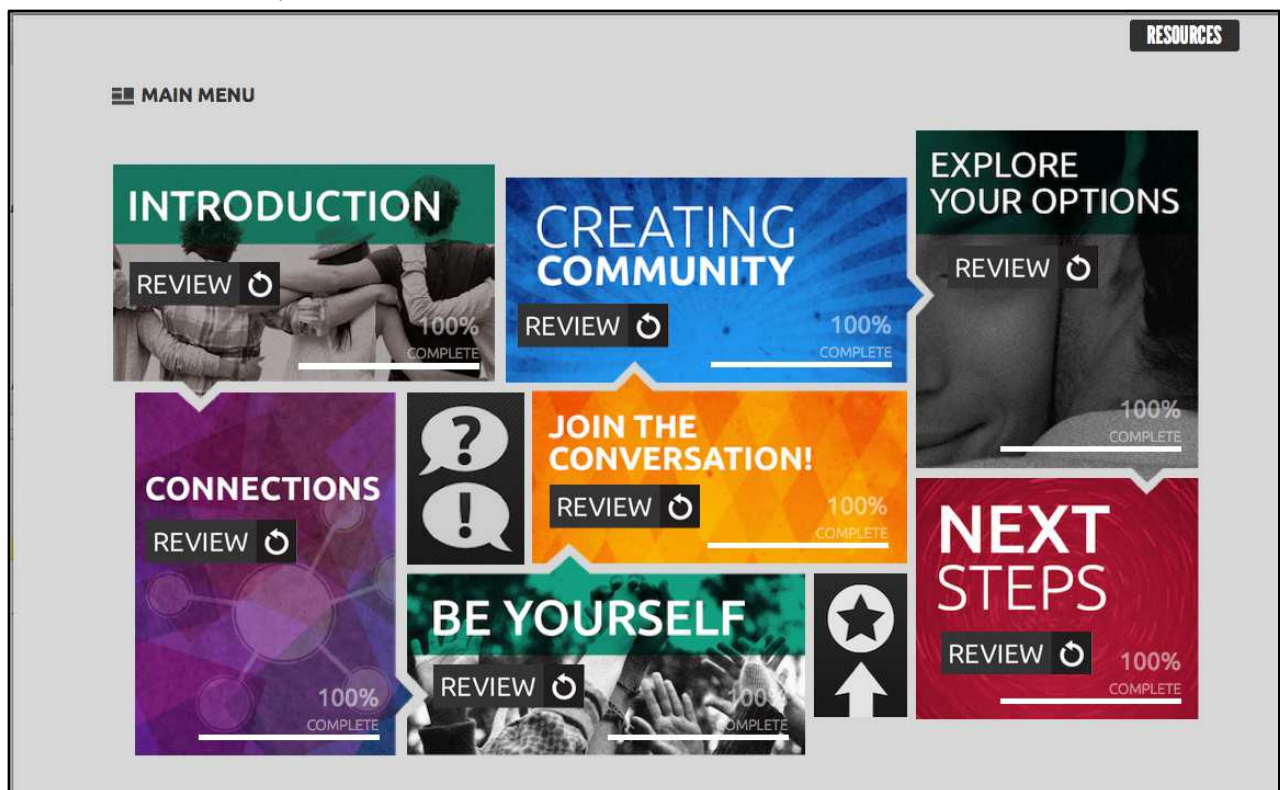
Also, "Dashboard" should appear similar to the image below.
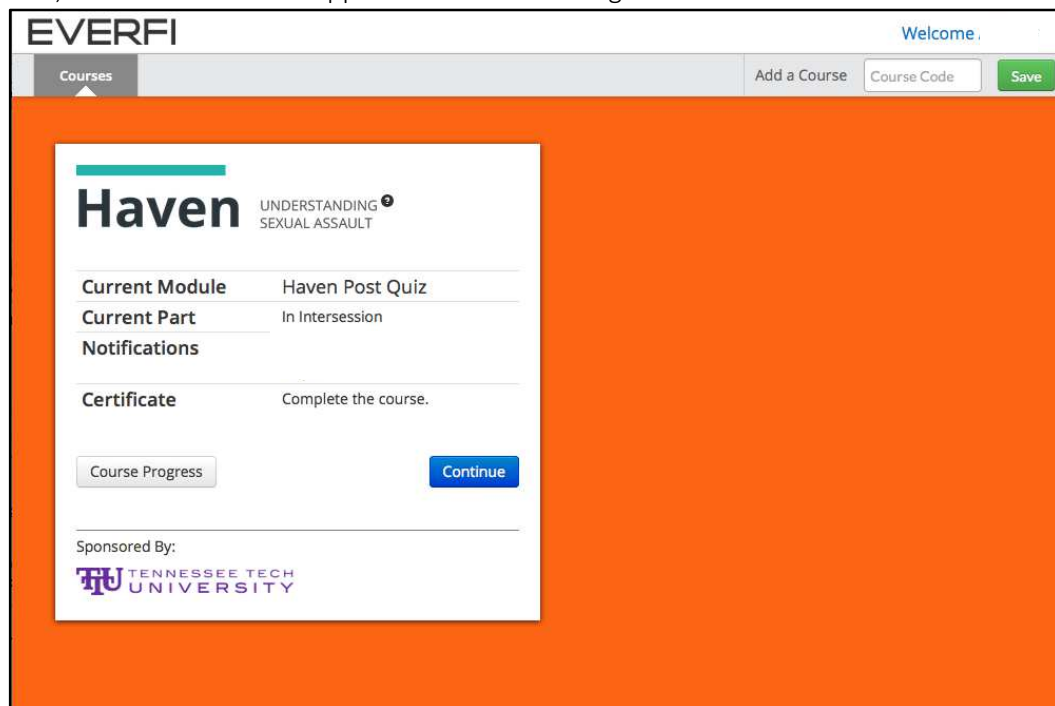
11. Part 2, the Haven Post Quiz, instructions will be sent via email to your TTU campus email account 30 days after completion of Part 1. Use the information previously provided to access Haven™ from your Eagle Online account.

12. Once logged in, you should see the "Dashboard" showing your current Haven™ progress. Click "Continue" to proceed with completing Part 2.

13. Upon successfully completing Part 2, your "Dashboard" will resemble the following image with "The course is complete" status.
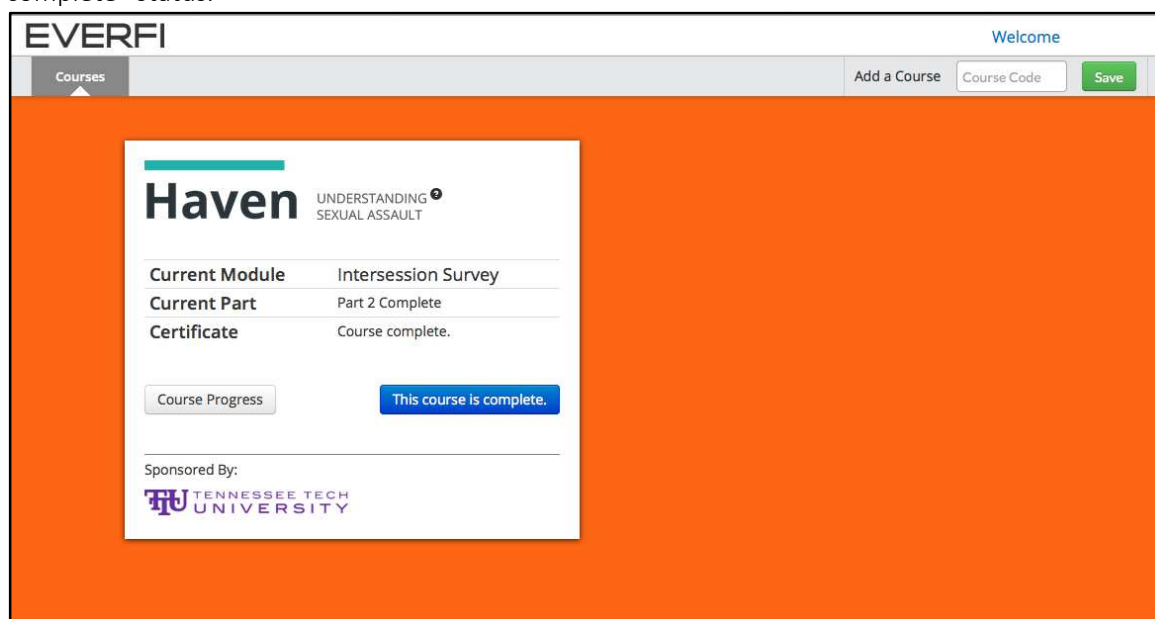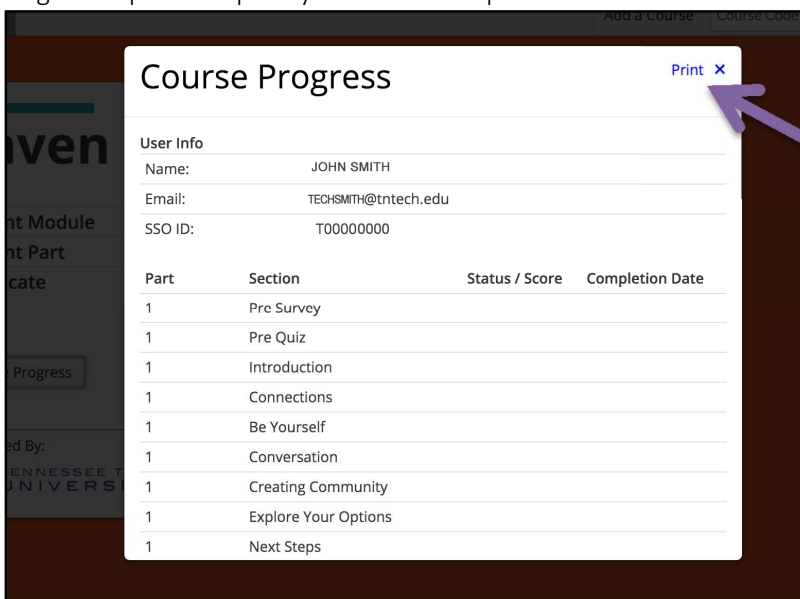

To Access The Progress Report & Print

1. Login to Haven™ using your Eagle Online account.

2. Once logged in, click on the "Course Progress" button.
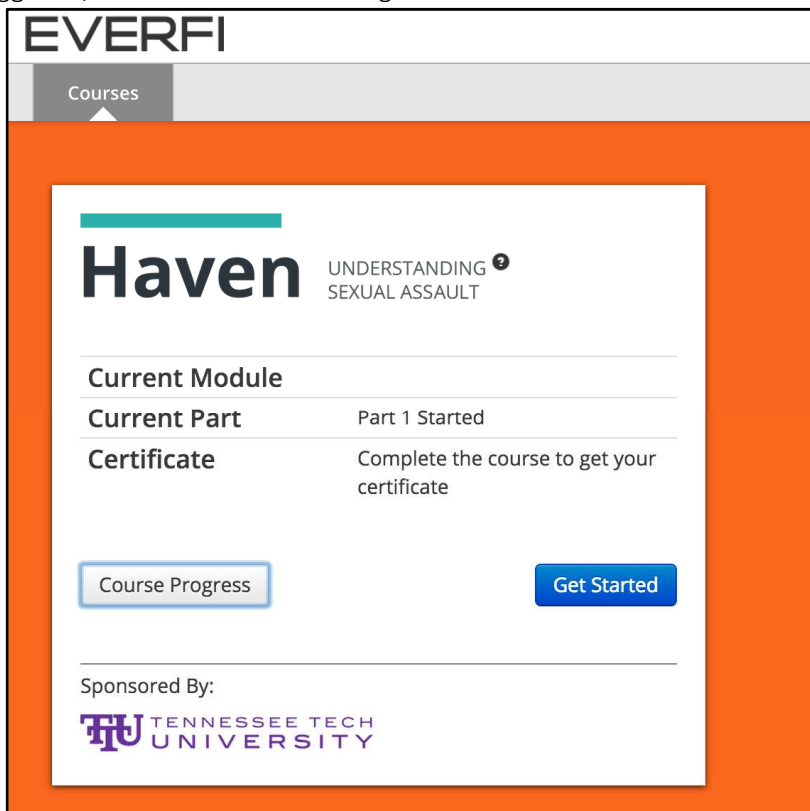
3. Within your Browser's window, you will see your course progress. Click on "Print" in the top right corner of your Course Progress report and print your Haven™ report.

Ever Fi Haven Troubleshooting:

If you do not have any courses available in Ever-Fi Haven, you may have already taken the course.

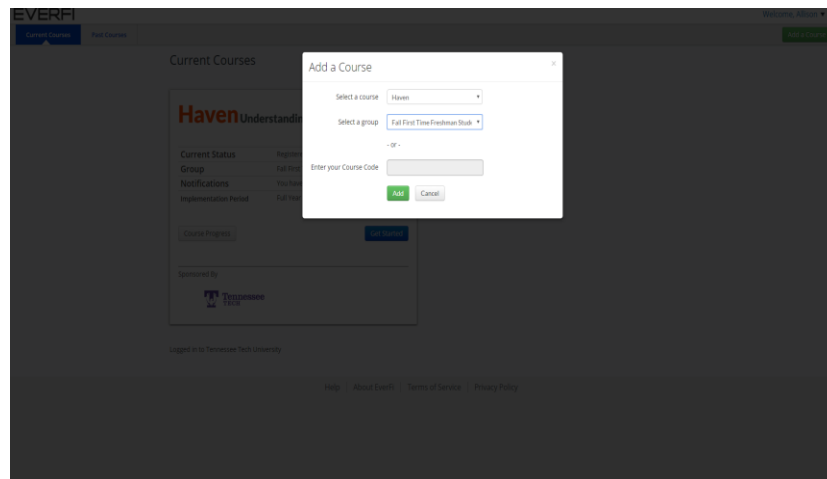To retake module 1, select "Add a Course" in the top right hand corner of the screen.
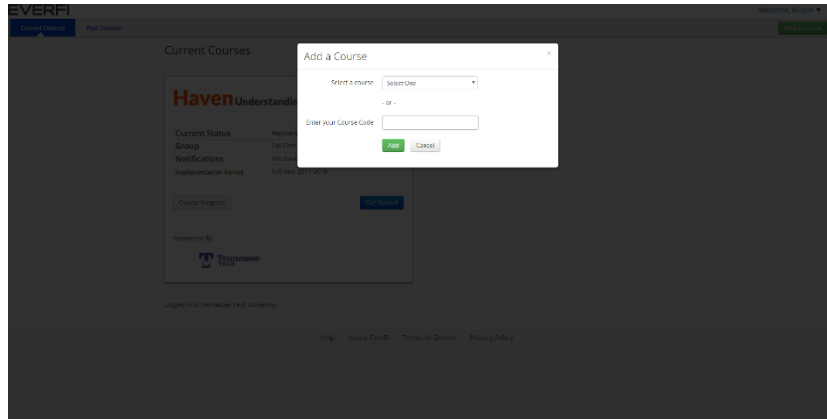
Fill in the required fields with the following data from the drop down menus:
Select a course: Haven
Select a group: Fall First Time Freshman Student
Select "add"

Once the course has loaded, select "get started" to begin your Ever-Fi Haven module 1.