

## **EVERFI Instructions for Administrators:**

*For best performance, please use:*

- **Mac: Chrome/Firefox/Safari (latest version)**
- **Windows: Chrome/Firefox/Edge (latest version)**
- **EVERFI does NOT support Internet Explorer.**

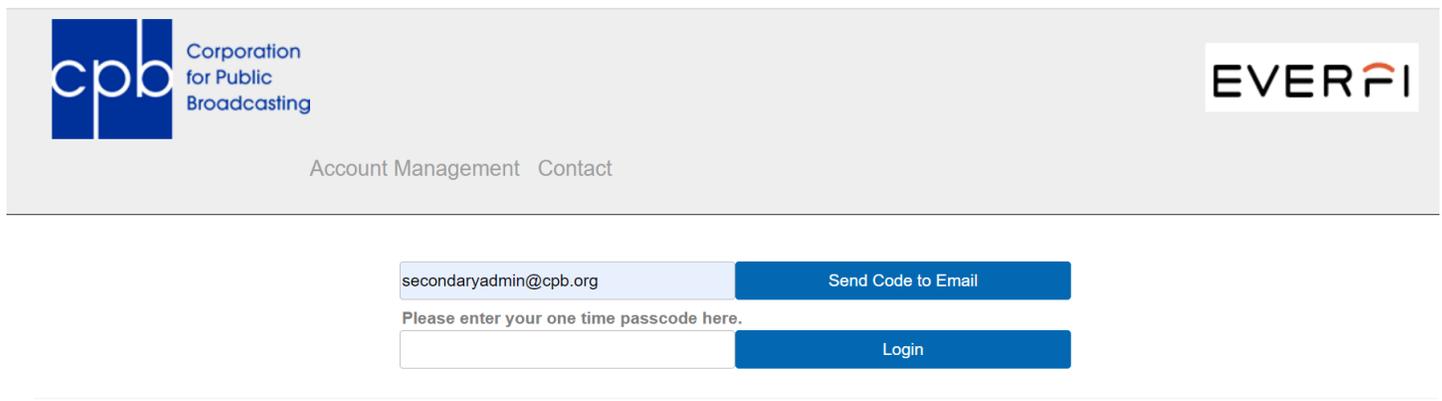
### **Browser Settings**

- **JavaScript: Must not be disabled**
- **Pop-Up Blockers: Must be disabled**
- **Security Level Settings: Default settings supported; IE Maximum Security levels not supported**
- **Privacy Settings: Default settings supported; Maximum Privacy Setting (disabling cookies) not supported**
- **Third Party Cookies: Must not be blocked**

### **Adding or Deactivating Users**

CPB has created an extension tool that will allow secondary administrators to add, edit, and deactivate users in EVERFI.

To add and edit individual users in the EVERFI system, please visit CPB's EVERFI extension site: [everfi.cpb.org](http://everfi.cpb.org) and follow the instructions below.



The screenshot shows the top navigation bar of the EVERFI system. On the left is the CPB logo (Corporation for Public Broadcasting). On the right is the EVERFI logo. Below the logos are links for "Account Management" and "Contact". The main content area contains a login form with two input fields and two buttons. The first input field contains the email address "secondaryadmin@cpb.org" and is followed by a blue button labeled "Send Code to Email". Below this is a text prompt "Please enter your one time passcode here." followed by a second input field and a blue button labeled "Login".

1. On the home page, you will enter in your email address (this must be the one you have used to register with EVERFI). You must also be a secondary administrator in order to access this extension. A five-digit code will be sent to you from (insert email address). This code should be entered in the second field, which will allow you to log in to see the current users we have for your station in EVERFI. **Please note: this code will only be available for one hour and can only be typed in once.**

A 5-digit code to login has been sent to secondaryadmin@cpb.org.  
Please enter that code in the next box and then press the "Login" button.

OK

- When you log in, you will see a list of all users that are currently in EVERFI for your station (both active and inactive) **If your users are active in EVERFI, the Active column below will read “True.” If users have already been deactivated, the Active column below will read “False.”** You can also click each of the individual headers to sort them alphabetically.

Results: 8

Email	First	Last	Call Letters	Active
testbd234@cpb.org	fn231	o'test1	WCPB-IT	True
ithelpdesk@cpb.org	help12	helpdesk1	WCPB-IT	True
swolfe+test01@cpb.org	Stephen	O'Brien	WCPB-IT	True
swolfetestuser2@cpb.org	steven	wolfe2	WCPB-IT	True
swolfetestuser1@cpb.org	steven	wolfe1	WCPB-IT	True
swolfetestuser@cpb.org	stevenv	wolfes	WCPB-IT	False
mdasam+testuser@cpb.org	test	O'Brien	WCPB-IT	False

- We have updated this tool to add a search bar, to make it easier for larger stations to find individuals.

Please select the item you wish to edit below or press the Create New User button above.

Search User:

- To **add new users**, select the “Create New User” button on the lefthand side of the screen. The below box will pop up to allow you to enter the user’s first name, last name, and email address. You will also mark the station that the user is associated with. The list of stations shown will only be the ones that you have access to as secondary administrator.

Email:\*  First Name:\*  Last Name:\*

Associated Station:\*

WCPB-IT  WLEE-FM

- To **edit, deactivate, or reactivate users**, you will click the specific user’s name in your station’s list on the homepage of the interface. From there, the box below will pop up and allow you to make any necessary changes. **Please note: if you change the email address for a user, you must inform the user of the change as they use this address to log into EVERFI. They will not get an automatic email from EVERFI.**

**Also, you cannot change an existing user’s account for a new user. If a new user is being added, you must “Create New User” to avoid potentially altering training records in EVERFI.**

Email:\*  First Name:\*  Last Name:\*

Associated Station:\*

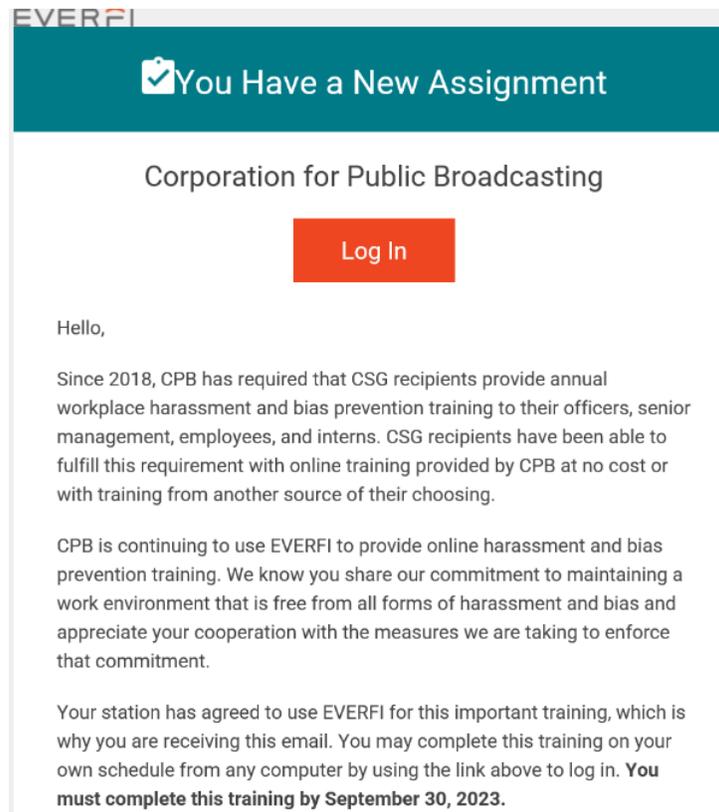
WCPB-IT  WLEE-FM

Changes made in this extension will automatically show in EVERFI's platform. **If a user needs to be updated or removed as a secondary administrator, please contact [trainingcsg@cpb.org](mailto:trainingcsg@cpb.org) for assistance.**

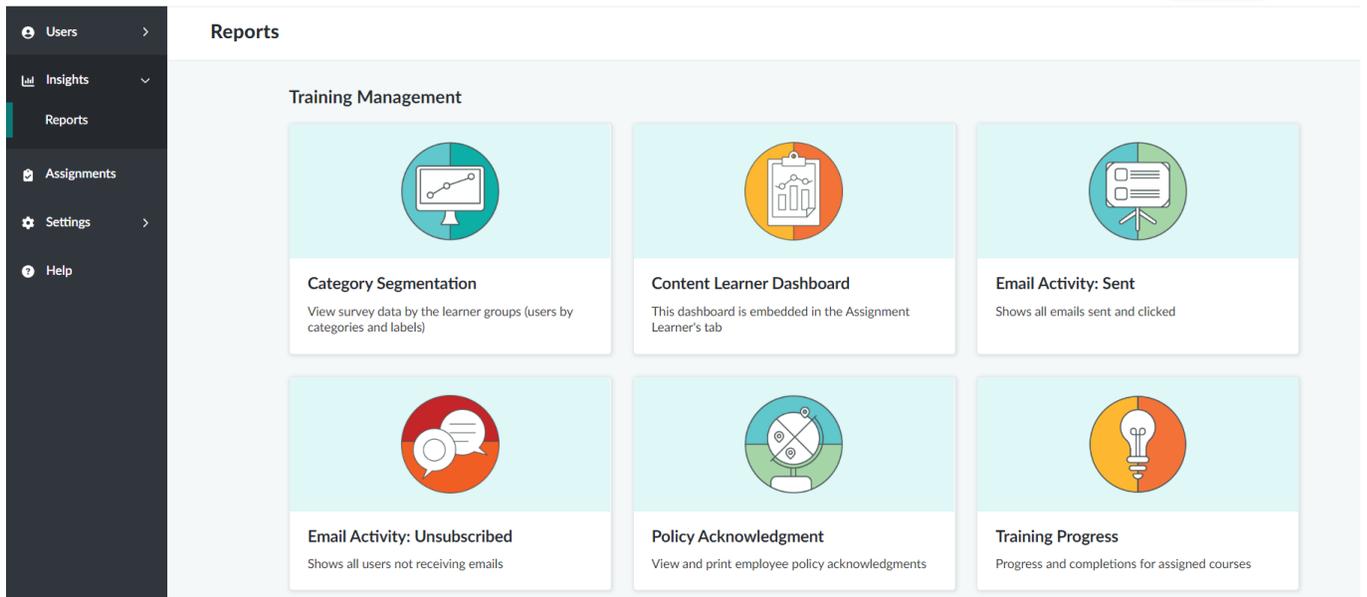
**Please note that the EVERFI platform ([https://admin.fifoundry.net/corporation\\_for\\_public\\_broadcasting/sign\\_in](https://admin.fifoundry.net/corporation_for_public_broadcasting/sign_in)) is separate from CPB's extension site. The EVERFI platform will still have to be used to access your training assignment and your station's training progress report.**

### Logging Into EVERFI and Accessing Training

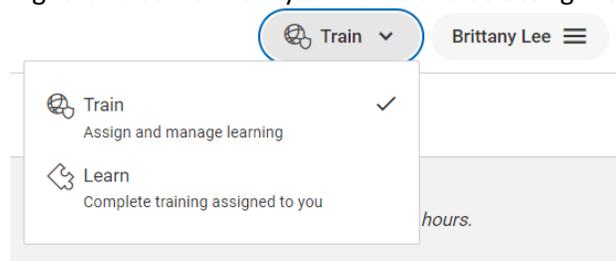
1. All learners, including administrators, that have been assigned to this harassment and bias training will receive an automated email from EVERFI (sent from [automated-message@everfi.net](mailto:automated-message@everfi.net) ) with a tokenized link, inviting them to complete the course. Later, the following link can also be copied and pasted into your web browser to log in: [https://admin.fifoundry.net/corporation\\_for\\_public\\_broadcasting/sign\\_in](https://admin.fifoundry.net/corporation_for_public_broadcasting/sign_in)



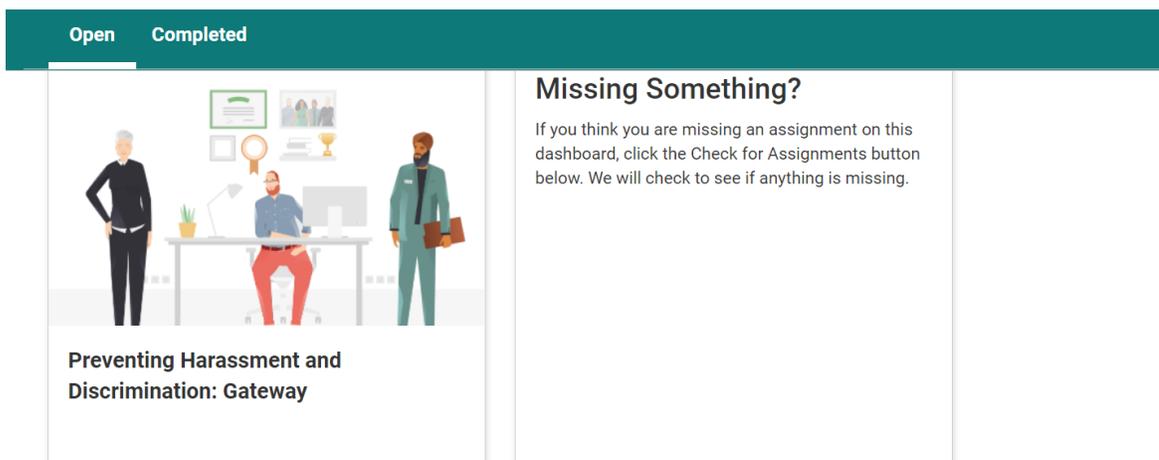
2. The Admin will click the "Login" button in the email which will take them to the EVERFI login page.
3. Enter your username – *this will be your email address.*
4. Enter your password– *you can change your password after your initial login. If you have forgotten your password, please click the "Forgot Password" link to receive a temporary link to access your account and change your password.*
5. Click the Sign in button.
6. After the Admin signs in with their login credentials or utilizes Single Sign On, the Train Dashboard (below) will appear. This will allow you to view all users on the team you support (under "Users" on the left-hand side of the screen) as well as the progress of each employee through the Training Progress report (see additional instructions on accessing this report).



- To access and take the harassment and bias training, you must switch to the Learn Dashboard by clicking the Dashboard Menu in the upper righthand corner near your name and selecting "Learn."



- The Learn Dashboard shows the learner's open and completed courses. Select the title of the course assigned to you under the Open Tab on the Learn Dashboard: **Preventing Harassment and Discrimination: Gateway**
- To open a course, simply click Start or Continue at the right end of its row. The course will load in the same window.

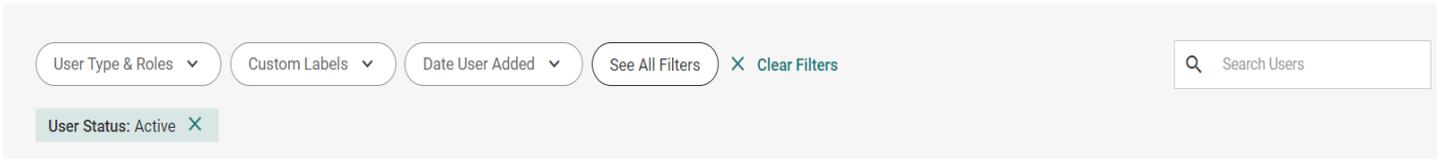


- You are now ready to complete the training. The training is approximately 30 minutes and includes various scenarios and exercises to help develop your knowledge of acceptable and unacceptable conduct. The course is a combination of Text and Video, and automatically saves as you progress. If you do have to exit the course, you will be able to come back later to complete it.

11. At the end of the course, you will be able to download a certificate to highlight that you have finished the course. The system will also record your completion of the training module and move the course to the Completed tab on your Learn Dashboard.

## Viewing Users in EVERFI

You can only view your users in EVERFI by clicking “**Manage Users**” under the Users section on the left-hand side. In order to see Active users here, ensure that the User Status filter (under See All Filters) is marked Active. Deactivated users are still in the system (**User Status: Deactivated**).

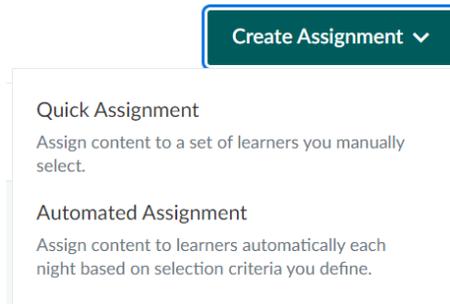


If you have any additional questions or issues, you can email [trainingcsg@cpb.org](mailto:trainingcsg@cpb.org). Thank you in advance for your cooperation and participation in this important training program.

## Training Option for Supervisors

You may want to assign supervisors at your station training designed especially for them called **Preventing Harassment and Discrimination: Supervisors**. While the **Preventing Harassment and Discrimination: Gateway** lesson assignment is automatically made to all staff listed in your account, you must make this assignment individually to each of your supervisors. **One of these two trainings MUST be taken by supervisors if stations are using EVERFI for training.**

1. Click **Assignments** in the left navigation sidebar to see the **Manage Assignments** page.
2. Click **Create Assignment** in the top right corner of the screen and select **Quick Assignment**.



3. Complete the following fields:
  - **Assignment Name**
    - This is internal only and learners will not see this. Be specific and clear so you and other administrators know what the assignment is used for. Please also include your call letters and/or grantee ID number.
  - **Training Period**
    - Select the current training period CPB FY 2024 Training Period, which reflects CPB’s fiscal year for proper credit.
  - **Learning Activities**
    - Select the courses to include in this assignment. This option is multi-select, but we do not recommend assigning more than 3 learning activities per assignment. This cannot be adjusted after the Invite Start date.
  - **Start Date / Due Date / Archive Date**
    - The **Start Date** reflects the date that the assignment will be sent. To start immediately, select today’s date.

- While you can select an earlier **Due Date**, it should be no later than **September 30, 2024**. **This is imperative for proof of station compliance.** In case of a station audit, our Inspector General's office will still expect the training to have been taken by CPB's due date.
- The Archive Date is when the assignment will end and learners will no longer be able to make progress. Again, an earlier Archive Date can be chosen, but all assignments will be archived completely by **November 1, 2024**, on CPB's end.

### Assignment Details ▼

Assignment Name\*  
Supervisors Training (STATION/GRANTEE ID)

Learners will not see the Assignment Name.

Training Period\*  
CPB FY 2024 Training Period x ▼

Learners are asked to complete each assigned course once per training period. [Learn More](#)

Team  
IT TEST x ▼

Select a team to narrow learners down to a specific group. This is optional and changing teams will reset selected learners.

Start Date\*  
2024/01/23 x 🗑️

To start immediately, select today's date.

→

Due Date\*  
2024/09/30 x 🗑️

Learners will still be able to make progress after the due date has passed.

Archive Date\*  
2024/10/30 x 🗑️

On this date, the assignment will end and learners will no longer be able to make progress.

4. In the **Content** section, click **Add Content**. A list of courses will pop up.
5. Select the **Preventing Harassment and Discrimination: Supervisors** course towards the bottom of the list. Scroll back up and select **Add Selected Content**.

**NOTE Part Two Content:** The Supervisors training consists of two parts. When you make an assignment, you have the option to exclude the Part 2 Content (1 hour) using the toggle button to disable it. If you do so, learners will be offered the Part 1 training (1 hour) and upon completion, will receive a certificate of completion for that. **If you want to include the Part 2 Content, you must select the number of days between the assignments of Part 1 and Part 2 Content. Please keep your deadline in mind as you do so.**

☰ Preventing Harassment and Discrimination: Supervisors

### Part 2 Content

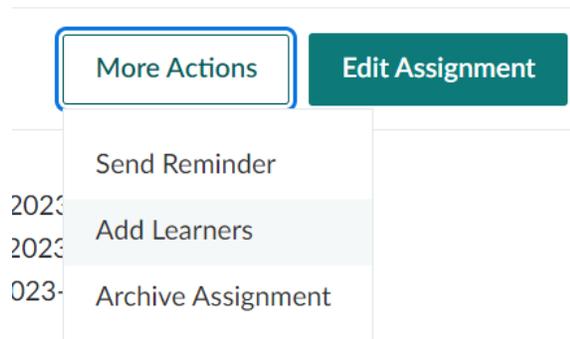
Assign Part 2 Content

Part 2 content will be assigned to all learners who complete Part 1 in this assignment. We default the number of days between assignments to 30, but you can customize this break below.

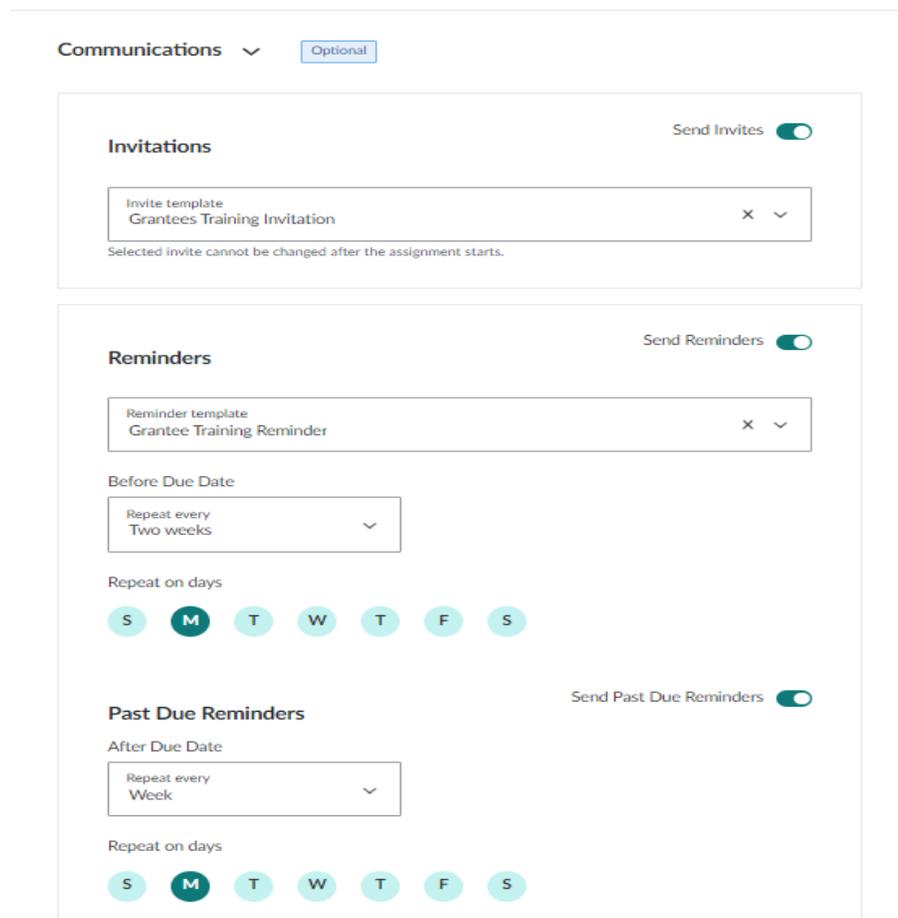
☰ Preventing Harassment and Discrimination: Part Two

Days  
1 ⬆️ ⬆️

6. In the **Learners** section, click **Add Learners**. A list of your users will pop up, where you can add the appropriate users to take this course.
7. Once all users are selected, click **Add Selected Learners** towards the top of the screen in the upper righthand corner.
  - **NOTE: PLEASE DO NOT ADD MORE THAN ONE ASSIGNMENT.** Later, if needed, you can return to this same assignment and select **Add Learners** for additional users as in the screenshot below.



8. The **Communications** section towards the bottom is an optional field.
  - As admin, you can send an email to the parties directly informing them that they will receive an automated email from EVERFI (sent from [automated-message@everfi.net](mailto:automated-message@everfi.net) ) with a tokenized link, inviting them to complete the course. However, we do suggest using our Grantees Training Invitation and Reminder templates, which detail the importance of the training. **Templates are created on CPB's end and cannot be changed.**
9. **The initial invitation will be sent once. However, we do suggest sending automated reminders as well.** You can select the desired frequency of the reminders. CPB's reminders are set to go out once every two weeks until the training is completed, and once a week if the training is not completed by the due date.



**10. OPTIONAL:** Under **Advanced Settings**, turn on **Send Surveys** and **Send Supplemental Question Set Surveys**. If

turned on users will have to take a survey about the course before and after they complete it. CPB is the only one who has access to this information, and it gives us insight into the usefulness of the training and gives us feedback for improvements. This is optional.

Advanced Settings  Optional

Send Surveys

You will not receive insights about your learners if you disable surveys for this assignment.

Send Supplemental Question Set Surveys

You will not receive insights about your learners if you disable supplemental question set surveys for this assignment.