

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 New Users

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

Please note that the EVERFI platform (https://admin.fifoundry.net/corporation_for_public_broadcasting/sign_in) will still have to be used to access your training assignment and your station's training progress report.

To add and edit new individual users to the EVERFI system, please visit CPB's EVERFI extension site: **everfi.cpb.org** and follow the instructions below.



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.**

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

2. 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.

Please select the item you wish to edit below or press the Create New User button above.				
Results: 13				
Email	First	Last	Call Letters	Active
ithelpdesk@cpb.org	liam	helpdesk1	WCPB-IT	True
secondaryadmin@cpb.org	Public	Broadcasting	WLEE-FM	True
testbd@cpb.org	first	last	WLEE-FM	True
secondaryadmin21@cpb.org	CPB Everfi	Secondary	WLEE-FM	True
ithelpdesk1@cpb.org	test23	bd23	WLEE-FM	True
learner3@cpb.org	Alexis	CPB	WLEE-FM	True

3. 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.

Create New User

Email:*

First Name:*

Last Name:*

Associated Station:*
WCPB-IT WLEE-FM

Save New User
Cancel

4. 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:*

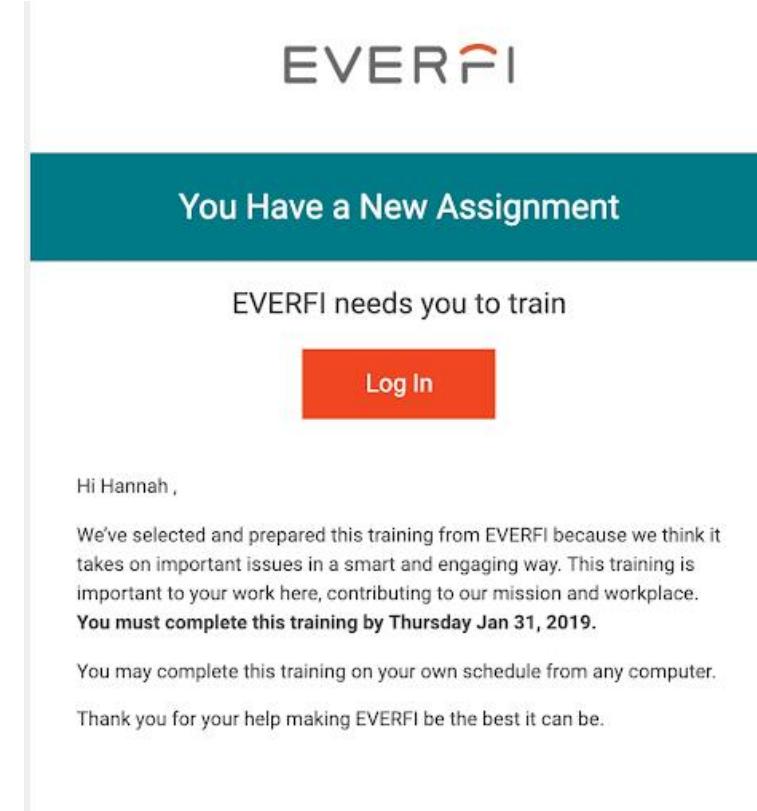
Associated Station:*
WCPB-IT WLEE-FM

Save Changes
Cancel
De-Activate User

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 for assistance.**

Logging Into EVERFI and Accessing Training

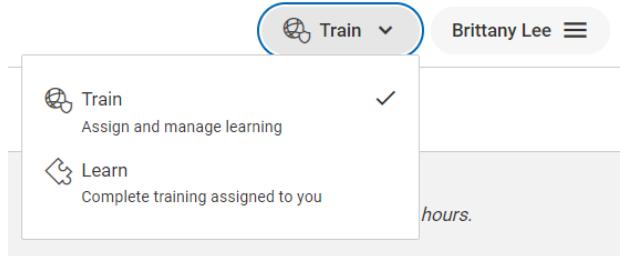
1. All learners that have been assigned to this harassment and bias training will receive an email from EVERFI with a tokenized link, inviting them to complete the course. Later, the following link can also be copied and pasted into your web browser to log in: https://admin.fifoundry.net/corporation_for_public_broadcasting/sign_in



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*.
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).

A screenshot of the EVERFI Train Dashboard. The left sidebar has a dark background with white text and icons, showing navigation links for "Users", "Reports" (which is currently selected), "Dashboards", "Assignments", "Settings", and "Help". The main content area has a light gray background and is titled "Reports". Under "Training Management", there are five cards arranged in two rows: "Email Activity: Sent" (icon of an envelope with a checkmark), "Email Activity: Unsubscribed" (icon of a bell with a slash), and "Policy Acknowledgment" (icon of a document). The "Policy Acknowledgment" card includes a small note: "View and print employee policy acknowledgments". In the bottom row, there are two more cards: "Training Progress" (icon of a diploma) and "Training Snapshot" (icon of a monitor with a graph). The "Training Progress" card includes a small note: "Progress and completions for assigned courses".

- 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.

A screenshot of the EVERFI Learn Dashboard. At the top, there are two tabs: "Open" (which is selected and highlighted in green) and "Completed". Below the tabs, there is a course card for "Preventing Harassment and Discrimination: Gateway". The card features an illustration of three people in an office setting. To the right of the card, there is a section titled "Missing Something?" with instructions: "If you think you are missing an assignment on this dashboard, click the Check for Assignments button below. We will check to see if anything is missing." At the bottom left of the dashboard, there is a message: "hours."

- 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.
- 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).

A screenshot of the EVERFI "Manage Users" page. At the top, there are several filter buttons: "User Type & Roles", "Custom Labels", "Date User Added", "See All Filters", and "Clear Filters". Below these filters, there is a message: "User Status: Active" with a close button. On the right side, there is a search bar with the placeholder "Search Users" and a magnifying glass icon.

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