

Acknowledgement Process via Skyward Forms

Select the sexual harassment form after signing into skyward. You can skip it now, but it will continue to pop up on your screen when logging into skyward until you complete it.

The screenshot shows the Skyward interface for SHARYLAND ISD. At the top left is the Skyward logo. The main heading reads "SHARYLAND ISD". Below this, a message states: "Online Forms have been found that you are required to complete. The required online forms are listed below. You can click on the online form name to enter the online forms." Two items are listed, each with a clipboard icon and a red arrow pointing to the form name:

- 16-EmpHandbook**: You must complete your Employee Handbook Acknowledgement.
- 16-SexualHarassment**: You must complete your Sexual Harassment Training Form.

At the bottom of the notification area is a button labeled "Close Online Form Screen and Continue to Skyward".

Step One: If you have viewed the training video with your campus administration this school year then you can skip step 2 and proceed to step 3.

The screenshot shows the "16-SexualHarassment" form in progress. The user is identified as "CULBERSON, DAVID". The form title is "1. InfoForSexualHarassmentTraining". The main content area contains the text: "All employees must be complete training on the identification of Sexual Harassment yearly. If you have already viewed the training video with your campus administration during this school year, you may skip step 2 and proceed directly to the form in Step 3." A red arrow points from this text to the first step in the sidebar. The sidebar on the right lists the following steps:

1. InfoForSexualHarassmentTraining
2. Online Training
3. Sexual Harassment Form
4. 2016-SexualHarassmentForm
5. Complete Online Form

At the bottom right, the progress indicator shows "Step 1 of 5". Below this are two buttons: "Next" and "Close and Finish Later". A red arrow points down to the "Next" button.

Step Two: Click the **Online Training** link to view the sexual harassment training video. Once viewed you can move on to step three.

The screenshot shows a web interface titled "Employee Online Forms" for user "CULBERSON, DAVID". The main content area is titled "2. Online Training" and contains the text "Click on this link for Online Training" with a red arrow pointing upwards. On the right side, there is a progress bar titled "16-SexualHarassment" with a list of five steps: 1. InfoForSexualHarassmentTraining, 2. Online Training, 3. Sexual Harassment Form, 4. 2016-SexualHarassmentForm, and 5. Complete Online Form. A red arrow points from the "Online Training" step to the "Click on this link for Online Training" text. At the bottom right, there are navigation buttons: "Previous", "Next", and "Close and Finish Later". The text "Step 2 of 5" is displayed above these buttons.

The screenshot shows a website page titled "SEXUAL HARASSMENT INFO". At the top, there is a navigation menu with links for "Employment", "Academia", "For Students", "For Parents", "For Staff", "School Board", and "Calendar". Below the menu is a large image of five diverse business professionals. Below the image, there is a list of links: "Sexual Harassment Video English Version", "Sexual Harassment Video Spanish Version", "Sexual Harassment PowerPoint", "Educators' Code of Ethics", "Sexual Harassment Post Test", and "Acknowledgement Form". A red arrow points from the image to the "Sexual Harassment Video English Version" link.

Step Three: Click the Sexual Harassment form link to view the form.

Employee Online Forms
CULBERSON, DAVID

3. Sexual Harassment Form

[Click on this link for Sexual Harassment Form](#)

16-SexualHarassment

1. ✓ InfoForSexualHarassmentTraining
2. ✓ Online Training
3. Sexual Harassment Form
4. 2016-SexualHarassmentForm
5. Complete Online Form

Step 3 of 5

Previous Next

Close and Finish Later

Step Four: Type your full legal name. This represents your electronic signature.

Employee Online Forms
CULBERSON, DAVID

4. 2016-SexualHarassmentForm

I hereby acknowledge that I have been trained and informed on how to access the Board policies regarding harassment, discrimination, and retaliation. I understand that sexual harassment employee to employee, employee to non-district employees such as parents, vendors, consultants, etc. and employee to student is prohibited and that I have an obligation to report sexual harassment immediately to my immediate supervisor or the district's Title IX Coordinator, Rosa O'Donnell, Executive Director of Human Resources. I understand it is my responsibility to read, adhere, and seek clarification regarding Sharyland ISD sexual harassment board policies.

Please type your full legal name. Typing your name below represents your digital signature.

* Signature:

16-SexualHarassment

1. ✓ InfoForSexualHarassmentTraining
2. ✓ Online Training
3. ✓ Sexual Harassment Form
4. 2016-SexualHarassmentForm
5. Complete Online Form

Step 4 of 5

Previous Next

Close and Finish Later

Step Five: Place a check mark under the completion status area then click on Finish.

Employee Online Forms CULBERSON, DAVID

5. Complete Online Form

When you have completed this online form, check the I have completed this online form.

Step	Status	Last Accessed	Completed by
1. InfoForSexualHarassmentTraining	Completed	08/17/2015 11:07 AM	CULBERSON DAVID
2. Online Training	Completed	08/17/2015 11:11 AM	CULBERSON DAVID
3. Sexual Harassment Form	Completed	08/17/2015 11:13 AM	CULBERSON DAVID
4. 2016-SexualHarassmentForm	Completed	08/17/2015 11:13 AM	CULBERSON DAVID
<input type="checkbox"/> I have completed this online form.			

16-SexualHarassment

1. ✓ InfoForSexualHarassmentTraining
2. ✓ Online Training
3. ✓ Sexual Harassment Form
4. ✓ 2016-SexualHarassmentForm
5. Complete Online Form

Step 5 of 5

