



**NEW YORK CITY
COLLEGE OF TECHNOLOGY**
THE CITY UNIVERSITY OF NEW YORK
300 JAY STREET, NAMM HALL 325, BROOKLYN, NY 11201-1909

TO: Responsible Employees
FROM: Patricia A. Cody, Esq. *PAC*
 Chief Diversity Officer, Title IX Coordinator
DATE: August 29, 2016
SUBJECT: **Title IX On-Line Training for Employees**

New York City College of Technology (City Tech), through the City University of New York, has partnered with Everfi/Haven to offer you a comprehensive Title IX training program. This reflects City Tech’s commitment to provide a supportive learning environment which fosters safe, healthy relationships for all staff and students.

It is mandated that all responsible employees complete the Title IX On-Line Training. You can access the on-line training at:

www.everfi.com/login Further instructions for access are attached to this memo.

Other Important Information:

- You will need Internet access and audio capabilities.
- To avoid technical issues, please use any major web browser released within the previous two years.
- You should complete the course in one sitting/session. This should take about 60 minutes.

Thank you, and enjoy the course!

By signing below, I acknowledge receipt of the Title IX On-Line Training Memorandum from the Title IX Coordinator and understand that I must timely complete the Title IX On-Line Training. I also understand that I must report any incidents of sexual harassment or sexual violence about which I become aware to the Title IX Coordinator, if I am leading any off campus trip anywhere or serving as an advisor to a student group.

Signature

Printed Name

Date
**[This form must be returned to
 OFSR – N301-305]**

Job Title
***I have already completed the Title IX On-Line
 training for employees _____ Initial Here***

Instructions for Title IX On-Line Haven Training for Employees

1. Go to www.everfi.com/login
2. Click on Register button
3. Click on Student/Learner button
4. Enter Registration Code 2b2aca7a
5. Enter information as requested (note – do not click on teacher button)
6. After entering information, click on next and you will be brought to the training