

LEARNING LAUNCH ▶▶▶▶

AUTOMATED EMAILS

To facilitate access to online courses and to help United Educators (UE) measure the impact of these programs, a series of emails will be sent to participating learners. These automated emails are described below.

Please note: These emails cannot be customized.

Access Emails

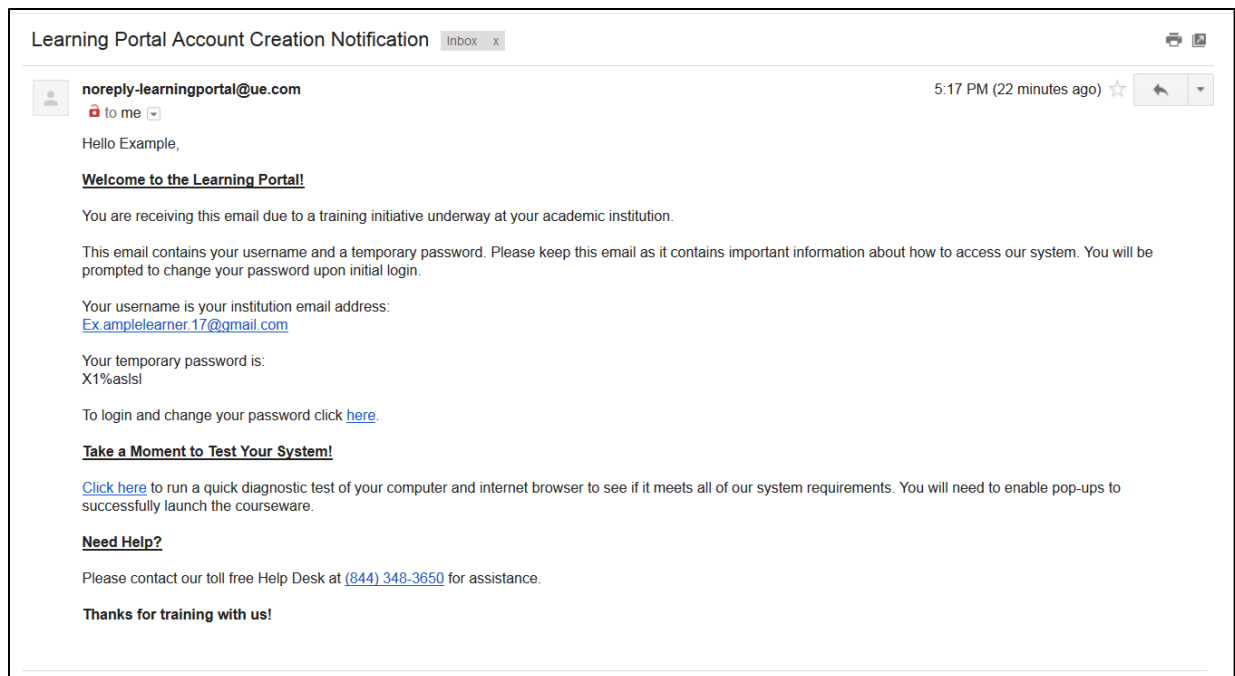
To ensure delivery, please have your IT department whitelist:

Domain: noreply-learningportal@ue.org; IP: 52.204.121.204

Account Creation Email

Learners receive this email when they self-register for an account.,

Your institution also has the option to distribute this email to new learners created via bulk upload.



Learning Portal Account Creation Notification Inbox x

noreply-learningportal@ue.com 5:17 PM (22 minutes ago) ☆ ↶ ▾

to me ▾

Hello Example,

Welcome to the Learning Portal!

You are receiving this email due to a training initiative underway at your academic institution.

This email contains your username and a temporary password. Please keep this email as it contains important information about how to access our system. You will be prompted to change your password upon initial login.

Your username is your institution email address:
Ex.amplelearner.17@gmail.com

Your temporary password is:
X1%asls!

To login and change your password click [here](#).

Take a Moment to Test Your System!

[Click here](#) to run a quick diagnostic test of your computer and internet browser to see if it meets all of our system requirements. You will need to enable pop-ups to successfully launch the courseware.

Need Help?

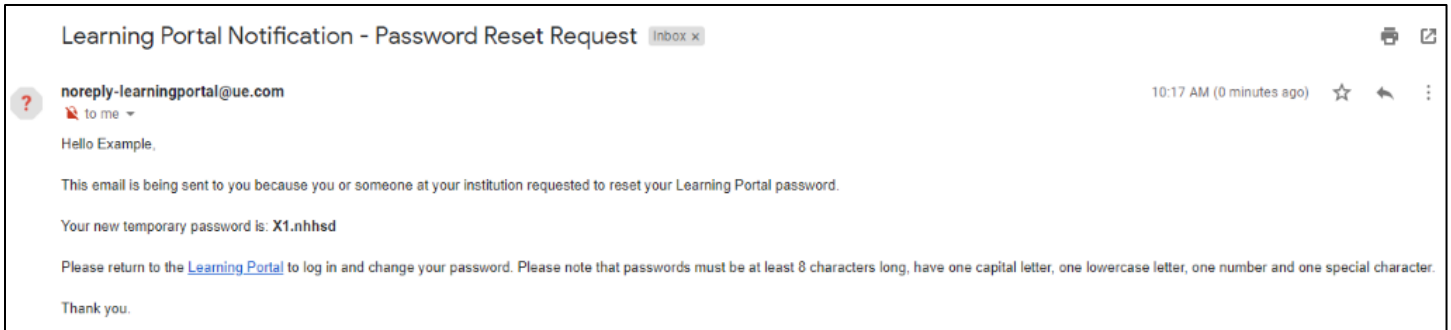
Please contact our toll free Help Desk at [\(844\) 348-3650](tel:844-348-3650) for assistance.

Thanks for training with us!

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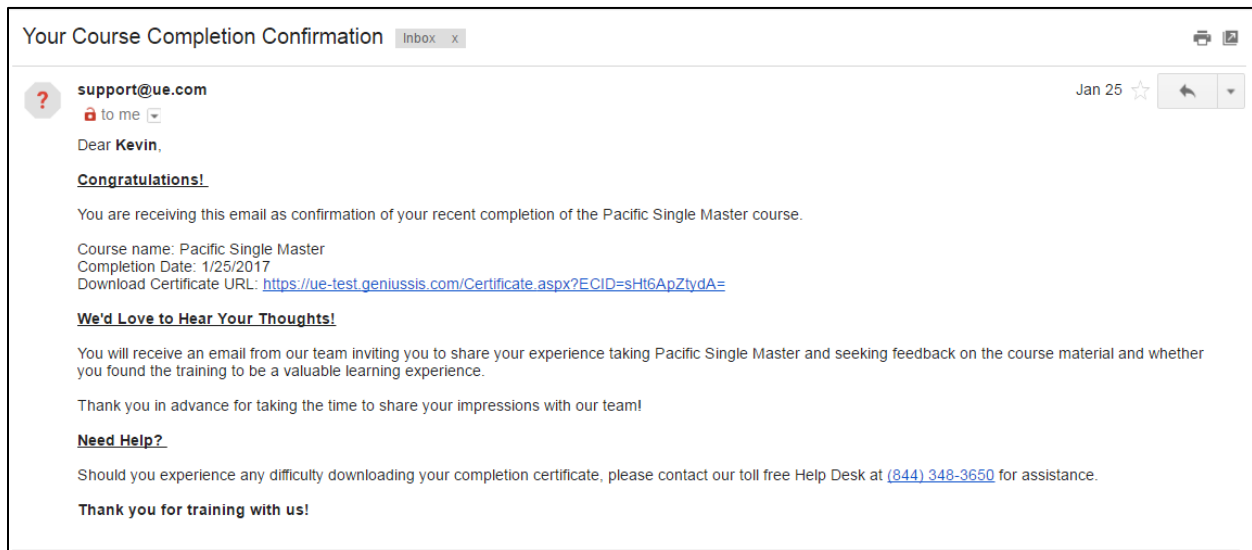
Password Reset Email

Learners receive the password reset email if they request a new password using the “Forgot your password” link on the learning portal login screen, if their password is manually reset by an administrator, or if their account is updated through a bulk upload.



Course Certificate Email

Within 90 seconds of completing a course, learners will receive an email with a link to their course certificate. Course certificates can also be retrieved in the My Completions tab within their account.



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Evaluation Survey Emails

Survey emails are administered by a third party to ensure confidentiality and facilitate data analysis.

To ensure delivery, please whitelist:

Sender: feedback@ue.org; IP Range: 162.247.216.0/22

Course Evaluation Survey Email

For each course learners complete, they will receive a course evaluation survey soliciting feedback on the courseware. This feedback is used to make improvements to the training we provide.

Completion of the survey is voluntary; any learner that does not complete the survey will receive a reminder email after seven days. **K-12 students will not be emailed any surveys.*

COURSE FEEDBACK ▶▶▶▶

Dear Olivia,

Thank you for completing "**Mosaic: Prevent Sexual Violence Together**". We know your time is valuable, and would appreciate your feedback so we can ensure that this online course—and future programs—are worth the time investment you have made. Can you spare 2-5 minutes to share your thoughts? Just follow this link to complete the evaluation:

[Take the Survey](#)

Or copy and paste the URL below into your internet browser:
https://edurisklearning.co1.qualtrics.com/jfe/form/SV_5by2VjICSVEY8WV?Q_DL=5o8pi4dJFORl6mx_5by2VjICSVEY8WV_CGC_9BqEckGgI.8gofmB&Q_CHL=email

Thank you!

United Educators

If you have questions or are unable to access the survey, please contact feedback@ue.org.

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90-Day Follow-up Course Evaluation Survey

A 90-day follow-up evaluation survey is sent to learners for each completed course to assess the long-term course impact. A seven-day reminder email is sent to those who don't initially complete the survey.

COURSE **FEEDBACK** ▶▶▶▶

Dear Olivia,

Time flies! It's been three months since you've completed the online course "**Mosaic: Prevent Sexual Violence Together**". Have you been able use any of the skills you learned from the course? Please let us know by completing a brief follow up evaluation. This evaluation will help us identify ways to improve the online course so that it has better long-term impact for you and for others using the course.

This short evaluation should take no more than 2-5 minutes to complete:

[Take the Survey](#)

Or copy and paste the URL below into your internet browser:
https://edurisklearning.co1.qualtrics.com/jfe/form/SV_daLzIzURIWKWg7z?Q_DL=1yRZpgUN2VABgHj_daLzIzURIWKWg7z_CGC_9BqEckGgL8gofmB&Q_CHL=email

Thank you for your time,

United Educators

If you have questions or are unable to access the survey, please contact feedback@ue.org.