

To: All Faculty and Staff

From: Stefanie Miller – Director of Employee Benefits and Training

Re: Mandatory COVID-19 Training

Due to the COVID-19 pandemic, **ALL** faculty and staff are required to take a mandatory COVID-19 online training course within 2 weeks of the date of this email or arriving on campus (whichever comes first). This training course will provide rules and responsibilities you must abide by to help maintain a safe and healthy community. By completing the training you are also agreeing to abide by the Pledge and specific University return to campus policies. Links for both documents are included after you log on to the training module, and **must** be read.

To begin training, log on to the below link and follow these steps:

<https://learn.ue.org/Login2.aspx>

- Enter your login credentials.
 - Username: Your FDU email address
 - Your temporary password is your 7-digit employee id preceded by **FDu!**
 - For Example: *FDu!1234567*
- The system will prompt you to reset your temporary password and set a security question.
- You will receive a confirmation email upon successful completion of each course.

Need Help?

If you have any issues with sign-in or accessing the courses, visit the Support Portal at <portalhelp.ue.org> Or click any Support Portal link on the site.

You may also wish to [Test Your Configuration](#) to ensure your computer meets all System Requirements

All other questions should be directed to Covid-19Training@fdu.edu

Thank you for your time and cooperation in completing this essential training program.