



ONLINE UNIVERSITY

User Guide

Welcome to the NYMIR Online University! We are glad you are training with us!

Access the Site

You can access the site 24/7 from any computer with internet access.

1. www.nymir.org.



2. Scroll down and click on E University
3. It will bring you to the university login page.
4. If you have never previously enrolled then select - **I Am A New User** at the bottom of the page
5. Enter the Access Code for your municipality and click **Continue**.
6. Choose your department (or all departments) from the drop-down menu and click **Continue**.
7. Choose a **Username** and **Password** between 8 and 50 characters.
8. Fill in your profile information including your first and last name, email, and phone number.
9. Answer the questions about your job function and choose your general job category.
10. Click **Submit Information**.
11. Click on "Go to Login"
12. Login using user name and password
13. Click "Resources" tab in top menu
14. Click on "Online Courses"
15. Click on "Employment Liability" in the list
16. Click on "Harassment"
17. Click on "New- New York State Discrimination and Harassment Training"
18. In Right window click on "Enroll"

19. Click on “My Training” tab in Top Menu

20. Click on the course listed to start

**** If you have previously enrolled or have been pre-enrolled by your Supervisor then use your password and ID that you created or the password and ID provided by your Supervisor.

Town of Newport Access Code: NYMIR_750