

Hello new students and welcome!

Elms College is committed to offering you the most successful college experience. Part of that experience requires students to be educated about sexual violence on an annual basis, per current government mandates such as Title IX. Additionally, we are providing you information on alcohol use. In order to comply with these requirements and educate you on these important issues, we have administered a course that covers these topics called Essentials through the **MyStudentBody** website.

**Essentials is a mandatory course for all new students that must be completed before the start of the semester or disciplinary action may be taken. The deadline to complete this course is February 29<sup>th</sup>, 2020.**

Follow these instructions to create an account:

1. Go to [www.mystudentbody.com](http://www.mystudentbody.com) and click on the button that says “register” on the right hand side.
2. In the school registration code box, enter the code “blazers”. Fill out the rest of the information, remembering to use your ELMS COLLEGE EMAIL ADDRESS then click “I accept. Continue”.
3. Fill out the demographics questions, and press submit.

Once you have an account, follow these instructions to complete your Alcohol and Sexual Violence trainings.

4. After you log in, you will be directed to the Student Home page. On the left hand side, find the section titled “Essentials” under the header “MyStudentBody Courses”. You need to complete the two sections of the Essentials course, Alcohol and Sexual Violence. Click “Start now” to start the course. *You do NOT need to complete the courses titled “Student Conduct”, “Wellness and Success”, and “Sexual Violence Annual Course” unless specifically requested to by myself of the Dean of Students Office.*
5. You will complete the Rate myself, Pre-test, Course Materials, and Post test for each section. The course will take you about 60-90 minutes to complete. Your responses remain confidential.
6. Complete the course survey.
7. View your certificate of completion and email it to [brennanme@elms.edu](mailto:brennanme@elms.edu). If you do not email me your certificate of completion, I will not be able to mark you as completed the course.

**You must complete each section with a passing score of 80 or higher. You will have five attempts to complete the course.**

You’ll return to the My Stuff page after receiving your certificate, where you’ll be free to explore other areas of the website such as the resources in the Student Center, or to ask questions in the advice area.

Please contact the Health Education Coordinator Meghan Brennan at [brennanme@elms.edu](mailto:brennanme@elms.edu) if you have any questions or problems with the system.

## Frequently Asked Questions

***I accidentally signed up using my personal email instead of my Elms email. Will I have to do it again?***

As long as you email Meghan Brennan your certificate of completion, you should be all set.

***I am a graduate student, do I have to take this course?***

Yes.

***I am a part time student, do I have to take this course?***

Yes.

***I signed up and then forgot my password. What do I do?***

Send Meghan Brennan an email and she will be able to reset your password for you.