Step 1: **Use Chrome as your web browser.** You must use Chrome or your progress will not be recorded.

**Clear Your Cache:**
Go to `chrome://settings/clearBrowserData`
Click “Advanced” in pop-up window
Select Browsing history, Download history, Cookies and other site data, and Cached images and files
Click “Clear data”

**Exit then re-open Chrome.**

Step 2: **Open the CU Enterprise Learning Management System (ELM).**
Go to [Columbia.sabacloud.com](http://Columbia.sabacloud.com) and enter your UNI and password.

Step 3: **Go to Training**
Click “My Learning Plan”
Find “Anti-Harassment, Discrimination and Title IX Training” and click “LAUNCH”
You may exit the course at any time, and the system will record your progress.

**Tips and Tricks for Using the ELM System**

1. If your screen gets “stuck,” or you get a faded-out screen (pictured above), clear your cache.
2. To finish a section:
   - You must click all definitions, readings, etc. If you miss anything, the section will be unfinished.
   - At certain points you will have multiple tabs open. You must finish each tab completely--click on all definitions, readings, etc.--before you can finish the section.
3. If you see a yellow “FINISH” button you did not click all definitions, readings, etc.
   - Click “FINISH” to re-start the section
   - Be sure to click all definitions, readings, etc.