

Learning Launch

IT Tip Sheet

Campus Training

United Educators (UE) learning programs play an important role in ensuring the safety of students, staff, and faculty; maintaining a productive workplace; and enabling your institution to focus on delivering on your academic mission. As you prepare to implement our learning programs, please relay the following information and requirements to your IT department to ensure that your learners are set up for a successful training experience.

Automated Emails

The Learning Portal distributes automated emails to learners when they:

- Self-register and create an account.
- Complete a course.
- Use the “Forgot password?” feature.

Emails will come from **noreply-learningportal@ue.org**. We recommend whitelisting this email address or the UE.org domain. Learning Portal emails are sent from AWS and do not use a dedicated IP address or specific range.

The email subject lines are as follows:

- Learning Portal Account Creation Notification
- Your Course Completion Confirmation
- Learning Portal Notification – Password Reset Request

User Help Resources

For technical questions specific to the Learning Portal, please direct your institution’s learners to our support site: portalhelp.ue.org. A link to our support site is visible to learners at the bottom of the Learning Portal website.

System Requirements

Run the browser compatibility checker to see whether the Learning Portal supports your system configuration. https://en-us.help.blackboard.com/Learn/Administrator/Hosting/Browser_Support/Browser_Checker

- Users will be prompted to bypass their pop-up blocker for ue.blackboard.com if enabled.
- Adobe Reader or a compatible web tool may be required for viewing supplemental PDF resources.

Mobile Compatibility

The Learning Portal and courses can be accessed from iOS and Android mobile or tablet devices. Courses should be taken through a mobile web browser as the programs are **not** configured for the Blackboard Mobile App.

Accessibility

UE recognizes the importance of accessibility in our learning programs. We design all of our training tools with accessibility in mind and we are committed to continual improvements in this area. Most of our courses are accessible as defined by the previous version of the Section 508 accessibility standards. Updated Section 508 standards that more closely align with the version 2.0 of the Web Content Accessibility Guidelines (WCAG 2.0) went into effect in January 2018. Going forward, we are committed to conforming our learning programs to the updated Section 508 standards, including support for WCAG 2.0 Levels A and AA.

For a current VPAT or for information about a specific learning program, please email us at launch@ue.org.