

Foundry Troubleshooting Guide

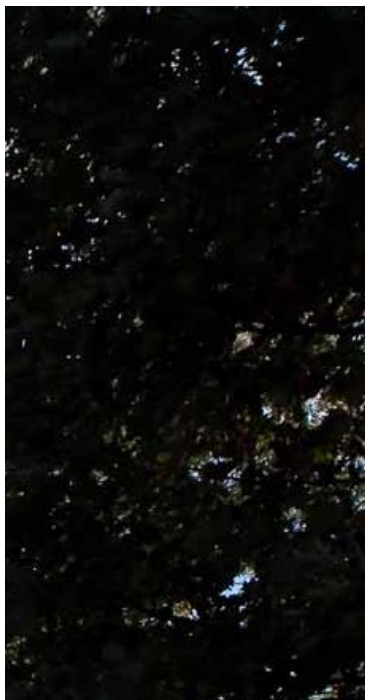


The University of Toledo department of Internal Audit and Compliance utilizes the training platform Foundry (Everfi) for all mandatory compliance trainings. Please use the information below to troubleshoot common issues relating to logging in and accessing training.

Logging In

When logging in, you will need to follow the link below to be taken to the login screen. You must enter your UTAD credentials to gain access to the system.

https://admin.fifoundry.net/saml/sp_sso_login?issuer=http%3A%2F%2Ffs.utoledo.edu%2Fadfs%2Fservices%2Ftrust&locale=en&organization_slug=the-university-of-toledo



The University of Toledo

Sign in with your organizational account

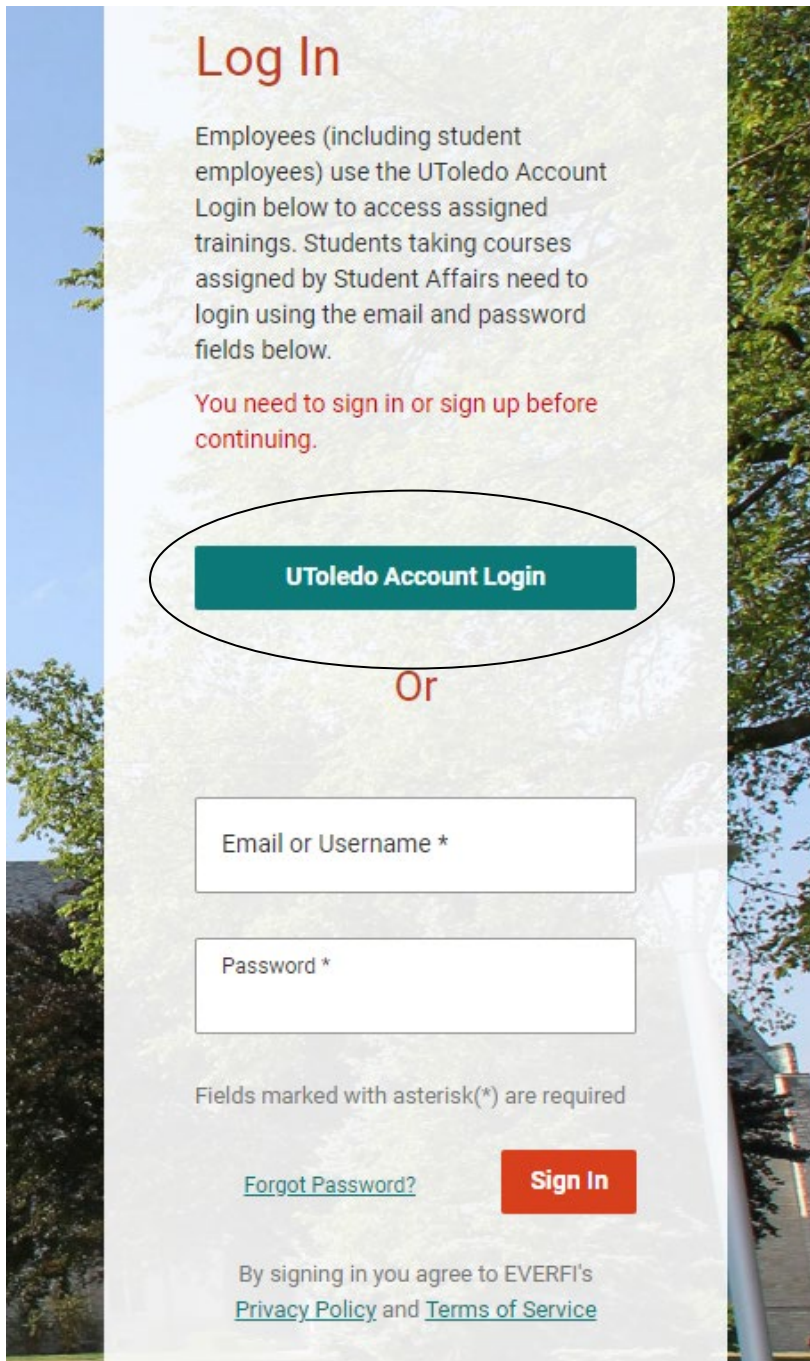
Sign in

FOUNDRY TROUBLESHOOTING GUIDE

If the link above does not work for you, try following the link below to be taken to the initial Foundry login screen.

https://admin.fifoundry.net/the-university-of-toledo/sign_in

You will need to click the “UToledo Account Login” button to be taken to the UTAD credential login page. Once on the UTAD login page you can follow the directions above.



Log In

Employees (including student employees) use the UToledo Account Login below to access assigned trainings. Students taking courses assigned by Student Affairs need to login using the email and password fields below.

You need to sign in or sign up before continuing.

UToledo Account Login

Or

Email or Username *

Password *

Fields marked with asterisk(*) are required

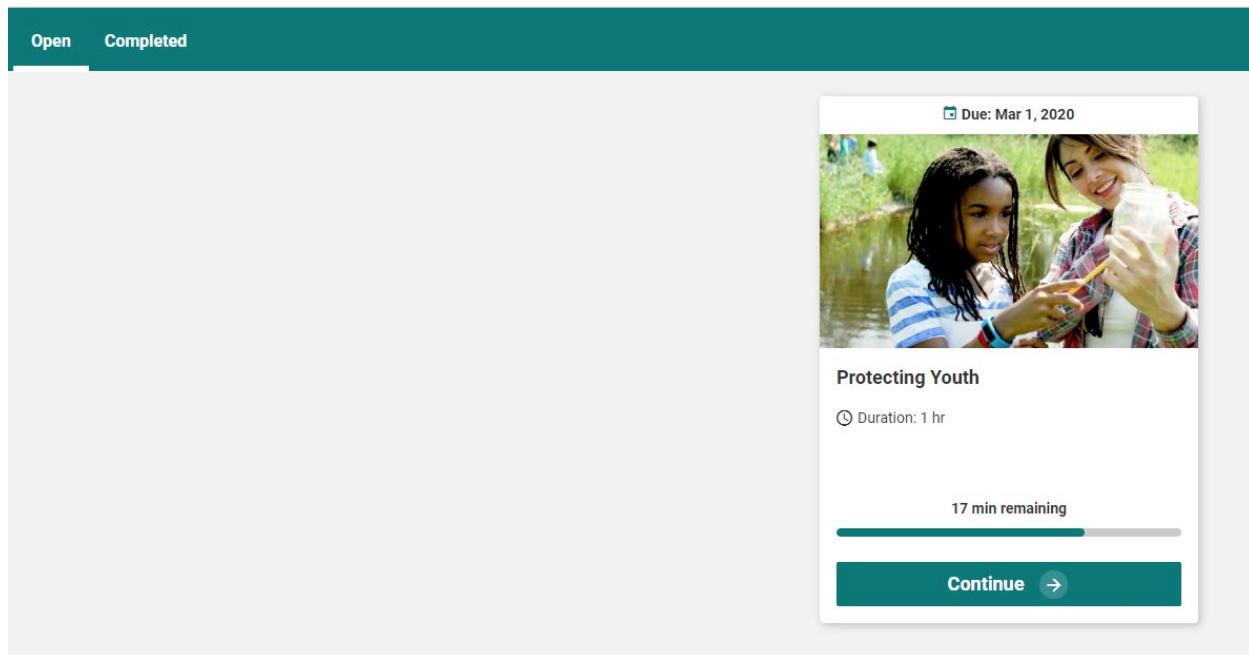
[Forgot Password?](#) **Sign In**

By signing in you agree to EVERFI's [Privacy Policy](#) and [Terms of Service](#)

Accessing and Completing Assigned Courses

Once you login and you are ready to access your assigned trainings, you can begin or continue your courses using the “Open” tab at the top left of the page. Once a course is completed it will appear under the “Completed” tab.

EVERFI



Training Frequency

“CoC: Business Ethics” – Required Annually

“Building Supportive Communities: Clery Act and Title IX” – Required every two years

“Diversity and Inclusion EDU” – Upon Hire

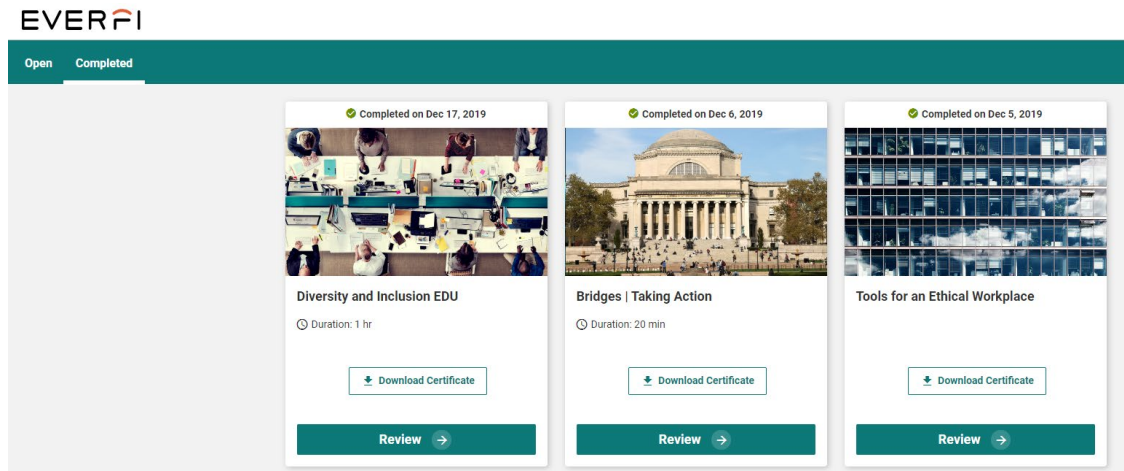
“HIPAA Basics” – Required Annually (not assigned to all University employees)

*To read and review the University’s policy on Mandatory Compliance Training, please follow the link below.

<https://www.utoledo.edu/policies/administration/humanresources/pdfs/3364-25-127.pdf>

Printing/Downloading Certificates

To review any courses you have completed, or if you need to print/download your completion certificates, you can click on the “Completed” tab. Click download certificate for whichever course that you require the completion certificate.



Non-Mandatory Course Assignments

The Foundry (Everfi) course catalog includes courses that are not required, but may be assigned upon request. These include courses such as: FERPA, IT Security, Diversity and Inclusion, ADA Compliance, Protecting Youth and other compliance courses. To request additional training for you or your staff, please contact Elliott Nickeson. The full course catalog can be accessed by following the link below.

<http://info.everfi.com/rs/410-YCZ-984/images/2019-HE-Course-Catalog.pdf>

Other Concerns

If you believe you were not assigned all the courses that you are required to take, or you may have been assigned a course in error, please contact Elliott Nickeson at Elliott.Nickeson@utoledo.edu or 419-530-3026. If you encounter issues inside the Foundry system, you can click on “Tools” in the upper right-hand corner at any time and then click “Help”. Please note, Foundry (Everfi) IT assistance does not have the authority to add or remove courses from any user’s account.