



RISK MANAGEMENT UNIVERSITY

Administrator Guide

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Getting Started

Welcome to Risk Management University. Risk Management University provides training, knowledge and materials to promote a more robust risk management perspective throughout your campus.

Classroom courses for senior business officers focus on strategic risk management issues and tools for measuring and reporting on performance. On-line courses for line managers, faculty and staff are delivered through the RMU Learning Management System (LMS). On this site, Users can browse and register for training courses and access a library of videos, documents and resources.

Risk Management University Administrators (RMUAs) are the first point of contact and liaison to the Risk Management University Production Coordinator. RMUAs typically will not have User access. This guide outlines the RMUA's duties, reports and resources to help you in your role as the campus administrator for the RMU Learning Management System.

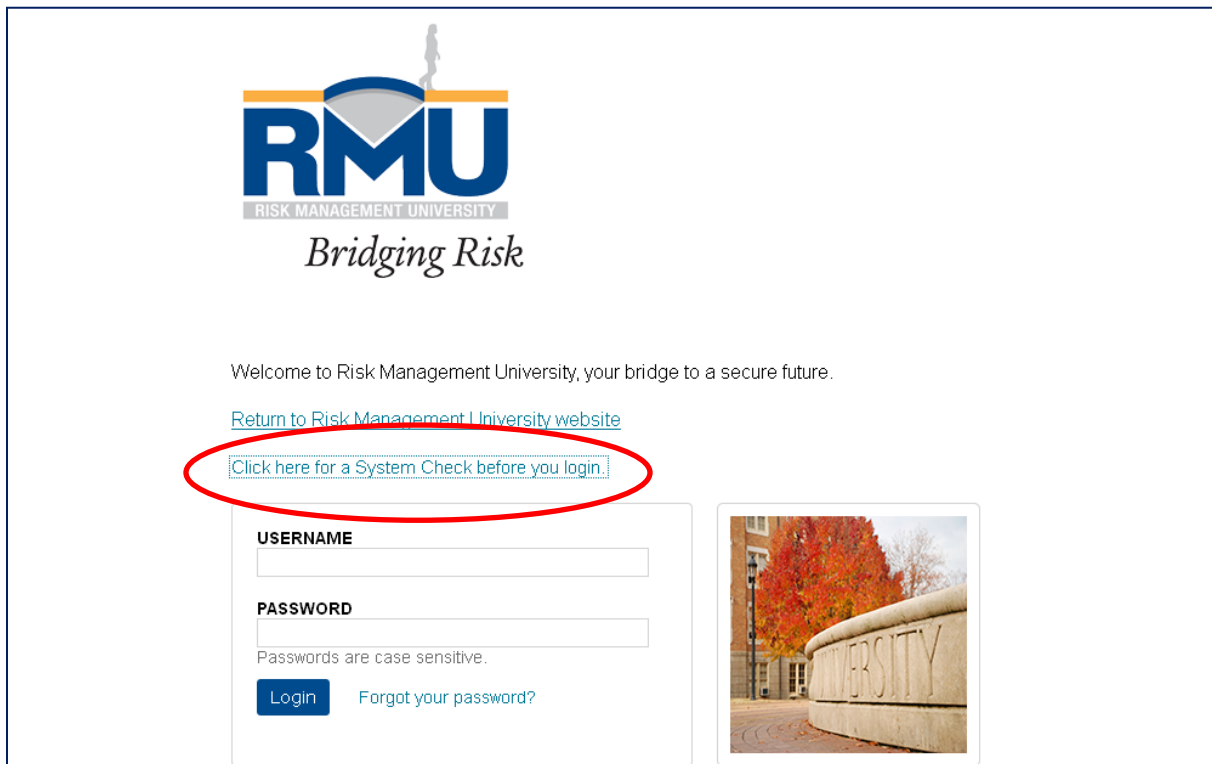
Should you need additional support or have questions, comments or concerns, please contact Monica Turner at RMU@EIIA.org.

System Requirements

It is a good idea for Users to perform a system check to ensure his/her computer contains the supported system and software requirements used in the LMS. The LMS will generate a checklist to ensure that the browser is properly configured to use the system.

To perform a system check:

>On the LMS Login page, select “Click here for a System Check before you login”



Minimum Requirements

Below are the minimum supported system and software requirements.

	Required	Recommended
Operating system	Windows XP, Vista, Windows 7 Mac OS X	Windows 7 Mac OS X v10.7 (Lion)
Video	Minimum resolution of 1024 x 600	Resolution of 1024 x 768 or greater
Internet speed <i>(wired connection is recommended)</i>	56K modem	56K or cable modem, DSL
Java Runtime Environment (JRE)	JRE 1.6.x (Required to run the Equation Editor)	JRE 6 update 31
JavaScript	Enabled	Enabled
Cookies	Enabled	Enabled

Acronyms

RMUA(s) –Risk Management University Administrator(s)

EIIA – Educational and Institutional Insurance Administrators, Inc.

RMU – Risk Management University

LMS – Learning Management System

Terms

Enroll - A User must first enroll to receive access to the Learning Management System (LMS). Risk Management University Administrators must submit a form to enroll you for User access. If you are unsure who your Administrator is, please contact Monica Turner at RMU@EIIA.org.

Learning Management System (LMS) - The Learning Management System, or LMS, is the actual host site where all of the RMU courses and videos reside. While you can read about the available courses on the RMU website, the LMS is where you actually take a course. On the LMS you will find the on-line courses, related materials, and course quizzes. It is also where you will print your Certificate of Completion for each course.

Register - Risk Management University offers a variety of training courses on insurance and risk management topics and registration is required for each course. Once you have enrolled in Risk Management University, you may register to take course offerings of your choice. To search and register for a course, follow these steps:

>Log into the LMS at EIIARMU.net

- >From the *My Home* page, select *Register for Courses* in the middle tool bar
- >Select a course from the list and view the description
- >Select *Register*
- >Confirm your information is correct
- >Select *Submit*
- >Select *Finish*
- >Choose *Register for Another Course* or choose *Done*

You will now return to the *My Home* page. Click on *Select a Course* in the top left tool bar to start desired course.

Note: you will receive a confirmation email verifying the course you have registered for.

Risk Management University (RMU) - Risk Management University is an educational resource of EIIA, designed specifically to address the insurance and risk management needs of higher education. Through both on-line and classroom courses, along with extensive reference material, we have created this learning resource that fosters risk management ownership and accountability throughout the entire campus.

Take Course - When you take a course you will view the content, watch course video, take a brief quiz, complete a short survey and print a certificate of completion.

Please be sure to complete the following steps first:

- 1) Enroll as a User and
- 2) Register for a Course(s)

To take a course, follow these steps:

- >Log into the LMS at EIIARMU.net
- >From the *My Home* page, click *Select a Course* in the top left tool bar
- >Using the dropdown arrow, select a course from the list

You are now in the selected course's Home page. From here, you may navigate to News Items, Upcoming Events, and more. Or you may choose *Take Course Now* in the middle tool bar to access each section of the course.

Administrator Duties

Risk Management University Administrators are the point of contact and liaison to the RMU Production Coordinator. Typically, the RMUA does not have User access. The most common interactions will include the following:

- User enrollment form updates
- User(s) change status
- Quarterly usage reports
- Schedule group training presentations


Note: detailed instructions for each are provided on subsequent pages.

Accessing the Risk Management University - LMS

A User must first enroll to receive access to the Learning Management System (LMS). Risk Management University Administrators must submit a form to enroll Users to receive access (see *Adding and Deleting Users*).

Once the User's access has been approved, the User will receive an automated email confirming enrollment. The confirmation will also have the User Name and a link to setup their password. The User now has access to the LMS and they may register to take course offerings of his/her choice.

User Enrollment Form



Instructions:

- 1) Please complete the following information for each person who should be enrolled in the Risk Management University learning management system.
- 2) Please confirm if the user has an existing EIA Member web access account. If yes, list which email address is registered (if different from item 1).
- 3) Include the Administrator's contact information below. Please note, Administrators are the liaison and contact person for RMU. Administrators should not have User access.
- 4) Each User will receive an automated email confirming their enrollment. The confirmation will also contain a User Name, directions to setup password, and link to log into Risk Management University online courses.
- 5) Return this form to Monica Turner at: RMU@EIA.org.
- 6) Click this link to view detailed instructions: [Campus Risk Management Administrator Instructions](#)

Note: First and Last names listed on this form will be used for Certificates of Completion.

	Institution	First	Last	Title/Position	Phone	Email	Currently, has an EIA Member web access account? (Y/N) <small>(click on drop-down arrow)</small>	If Yes, which email address is registered?	Select one of the following for this User: New; Deactivate; Reactivate; Delete <small>(click on drop-down arrow)</small>
Administrator	Sample College	Jane	Doe	Business Officer	(312) 123-4567	jdoe@samplecollege.org	yes	doe@samplecollege.org	
Users	Sample College	Thomas	Smith	Facilities Manager	(312) 765-4321	tsmith@samplecollege.org	no		
1									
2									
3									
4									
5									
6									

Adding and Deleting Users (User Enrollment Form)

Risk Management University Administrators must submit a form to enroll Users to receive access. RMUAs will use the same form to Add, Deactivate, Reactivate or Delete Users. Here is a description of each status:

Add: Use this status when the User is new and has not previously enrolled in Risk Management University.

Deactivate: This status indicates User has taken all available courses and will not need access to the LMS until new courses are available. *Note: this option is encouraged when there are a limited number of available licenses.*

Reactivate: This status indicates the User has previously been deactivated and now is ready to take new or more courses.

Delete: Use this status when User will no longer need access to the LMS. *Note: this option should only be used if a User is no longer an employee at your institution.*


User Enrollment Form Instructions:

Note: the current limit per institution is ten (10) Users. A unique license is assigned to each User. Please use care in enrolling Users so that licenses are not being assigned to someone who may not have a current need. If your institution has a requirement of more than ten (10) Users, please contact Monica Turner at RMU@EIIA.org to discuss your specific needs.

1. Enter the information for each person who should be enrolled in the Risk Management University Learning Management System.
2. Note: First and Last names listed on the form will be used for Certificates of Completion.

3. Please confirm if the User has an existing EIIA Member website access account. If yes, list which email address is registered.
4. Each User will receive an automated email confirming their enrollment. The confirmation will also contain User Name, directions to setup password, and link to log into Risk Management University online courses.
5. If the User does not already have EIIA website access, they will receive a second email within 24-48 hours from Members@EIIA.org. This email will provide instructions on how to create a password specifically for the EIIA website. The User name for the EIIA website is the email address in which the confirmation email was sent to. ***If the User already has EIIA website access, they should continue to use the same log on credentials.***
6. Save this form. It is suggested that you save the Enrollment form for easy reference when the time comes to input revisions whenever there is a change at your institution.
Tip: use this form when you review Quarterly Usage reports to determine whether or not a User needs to be activated or deactivated.
7. Return the form to Monica Turner at RMU@EIIA.org.
8. Click here to access the [User Enrollment Form](#).

User Enrollment Form



Instructions:
 1) Please complete the following information for each person who should be enrolled in the Risk Management University learning management system.
Note: First and Last names listed on this form will be used for Certificates of Completion.
 2) Please confirm if the user has an existing EIIA Member web access account. If yes, list which email address is registered (if different from item 1).
 3) Include the Administrator's contact information below. Please note, Administrators are the liaison and contact person for RMU. Administrators should not have User access.
 4) Each User will receive an automated email confirming their enrollment. The confirmation will also contain a User Name, directions to setup password, and link to log into Risk Management University online courses.
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	Institution	First	Last	Title/Position	Phone	Email	Currently, has an EIIA Member web access account? (Y/N)	If Yes, which email address is registered?	Select one of the following for this User: New, Deactivate, Reactivate, Delete
Administrator 1	Sample College	Jane	Doe	Business Officer	(312) 123-4567	doe@samplecollege.org	yes <small>(click on drop-down arrow)</small>	doe@samplecollege.org	<small>(click on drop-down arrow)</small>
Users 1 2 3 4 5 6	Sample College	Thomas	Smith	Facilities Manager	(312) 765-4321	tsmith@samplecollege.org	no		

Changing a User's Status or Profile

Risk Management University Administrators can change a User's account status or edit a profile by emailing Monica Turner at RMU@EIIA.org. Changes to an account status would include: Add, Deactivate, Reactivate or Delete. Examples of profile changes might include: change in name, title, phone or email address. *Note: to change account status, please complete the User Enrollment form and include it in your email (see Adding and Deleting Users).*

Users may make changes to his/her profile directly by logging into the LMS. *Note: Users cannot change account statuses (Add, Deactivate, Reactivate or Delete).* This must be done by the RMUAs.

Administrator Reports

Usage reports are produced quarterly and sent to the Risk Management University Administrator's attention. This is a good time to review the current Users activity and determine if any changes need to be made, such as adding or deleting a User due to staff additions or position changes.

The Risk Management University Website

The Risk Management University Website is one of many resources available to RMUAs and Users for information, news and events. You will want to check here frequently for updates and announcements. This website is not password protected and can be accessed by staff, RMUAs, registered Users and anyone who may want to learn more about RMU or EIIA and the services we provide.

Click here to go directly to the Risk Management University website www.EIIARMU.org.

Risk Management Resources

In addition to the LMS, EIIA Members have access to a wide variety of risk management resources including the following:

- EIIA Risk Management Services (click here to access: [Risk Management Services](#))
Note: requires Member login and password
- Risk Management University website (click here to access: [Risk Management University](#))
- Risk Management Newsletter (click here to access: [Risk Management Services](#))
Note: requires Member login and password
- EIIA Risk Management Directors (click here to access: [Risk Management Team](#))
- Webinars (click here to access: [Webinars](#))

Contact and Support

We always like to hear from our institutions. Questions or comments can be sent to:

Monica Turner

RMU Production Coordinator

Email: RMU@EIIA.org

Phone: (888) 255-4835