

Equity Diversity Inclusion for Years (EDIFY) Online Access Instructions

We ask that everyone engage in the **Equity Diversity Inclusion for Years (EDIFY)** mandatory training before your first search committee meeting and before reviewing any applicants.

This is a short (15-25 minutes) online course designed for UBC search committees. This course will provide an overview of how to conduct a fair and thorough search for new faculty members and senior leadership while minimizing bias and conflict of interest by following a process and using clear search criteria.

EDIFY Online Access Instructions

1. Create a login on the UBC CPD eLearning Site: <https://elearning.ubccpd.ca/login/signup.php?>
2. You will receive a confirmation email to validate your account
3. Go the online course <https://elearning.ubccpd.ca/course/view.php?id=163>
4. Enter **fomrecruitment2020** as the enrolment code and click “Enrol Me”
5. The course will be marked complete after you have:
 - a. reviewed all lessons
 - b. received a passing grade of 80% on the post-course quiz
 - c. completed the post-course questionnaire

After completion, you will receive a certificate that is valid for 2 years. For those who have already completed, you are not required take the course again as long as your certificate is still valid.

Please send the completion certificate to *(insert email address of the administrator for the search committee)*.