INSTRUCTIONS FOR TRACKING MANAGERS

Responding to a Canvass Request from the SHPO

As a Tracking Manager, you will receive an email from the Sexual Harassment Policy Office 3 or 4 times a year requesting that you review and update your current list of staff supervisors and/or faculty. The SHPO needs to know about any changes to the list – who should be removed and who should be added. Please also indicate any errors you find in the list.

You can now access your report by entering your LawRoom login and password* at https://www.lawroom.com.

*note to School of Med TMs: the login and password are different from the one you use for HIPAA.

You may see your Registration page; please do not register for the course. Click on “click here” at the bottom of the page, which will take you to your ToolBox.

Your LawRoom Toolbox should look like this:

1. Click the Report link in the STANFORD section (circled in red).

2. To access your canvass report, select the following in this order:
   - Search All Attendees
   - Report Type: Full Special
   - Status: Both
   - Click Show Report
3. When your report is displayed, click on the Excel symbol near the upper right-hand corner.

1. Open the report. It will be a spreadsheet, but in an inconvenient (.csv) format. Using **SAVE AS**, change the report type to Excel Workbook. If you have difficulty with this, please call 5-0646.

2. Please rename the file to `DeptName_YourName_Date`
Viewing the report in Excel:

Modifications to make in the Excel file:

- Expand columns as needed
- Put your name and phone number at the top.
- Sort by “Position” column (Faculty/Staff).
- Create a column for your comments (or clear and use unneeded columns.)

Instructions and illustrations continued on next page.
Sample revised report:

3. LawRoom reports cannot separate faculty from staff, so both are listed on your report even though you may not be tracking both. You may sort Col. F, “Position,” in order to group the names. (If you need help with sorting, consult Excel Help or give us a call at 725.0646.)

4. Highlight the row of names to be deleted; do not remove them. Briefly explain the reason (e.g., no longer supervising, has left Stanford, retired, moved to a new job at Stanford, not in this department, etc.).

5. Highlight anyone who is on leave, providing departure and return dates.

6. Highlight any errors in email, job position, spelling, etc., with a brief comment.

7. At the bottom of the list, add the full names and email addresses of faculty or staff supervisors who are currently in your group but are not on the list. Include a brief comment telling us if they
   - are a new employee at Stanford
   - have relocated from within Stanford
   - were recently promoted
   - should be on the training list but aren’t, etc.
8. Include those in the “Other Teaching” category who meet the criteria for required training. To review the descriptions of who is a supervisor for AB1825 training, see: https://harass.stanford.edu/training/course-supervisors-and-faculty

9. Attach your report to an email and send it to: shpo-training@stanford.edu.

➤ If there are no changes, please let us know that in a short email.

Please contact our office with any questions or concerns:

Phone: 725-0646

Email: shpo-training@stanford.edu