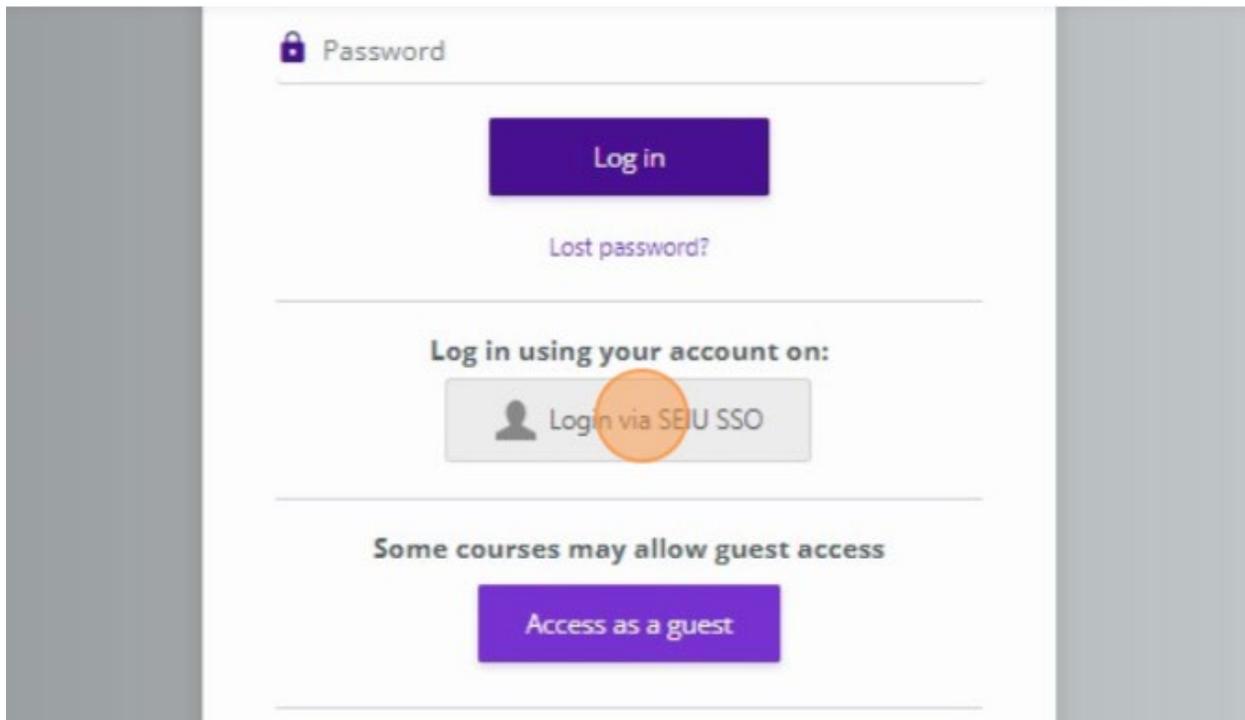
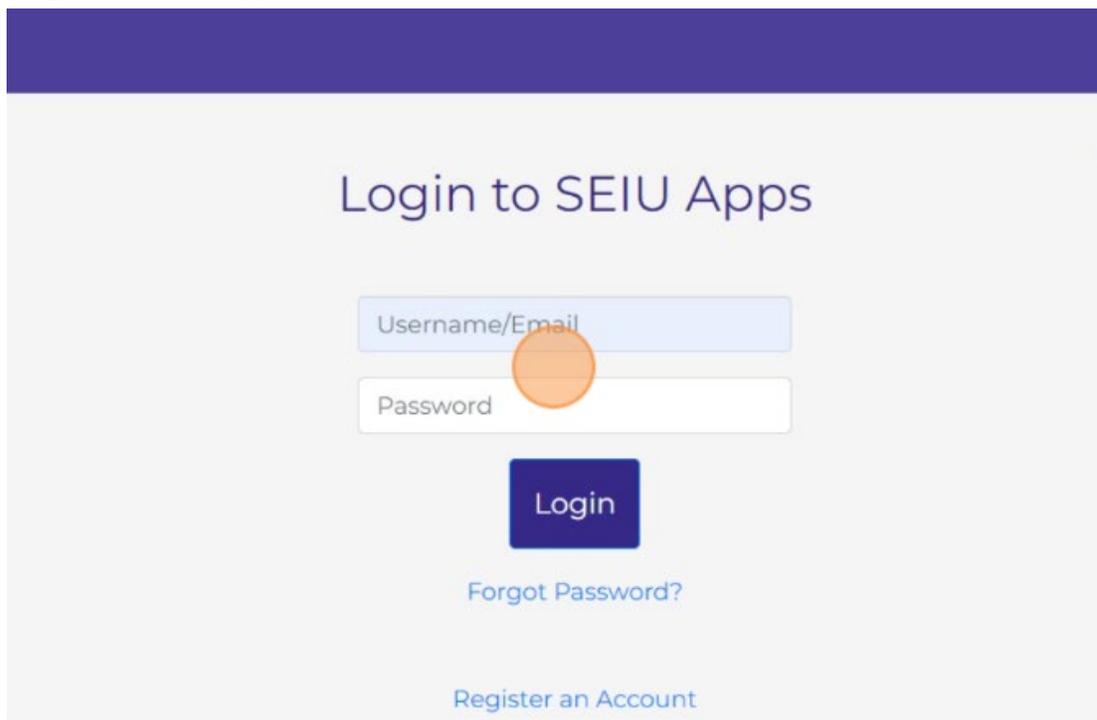


## HOW TO GET STARTED GUIDE

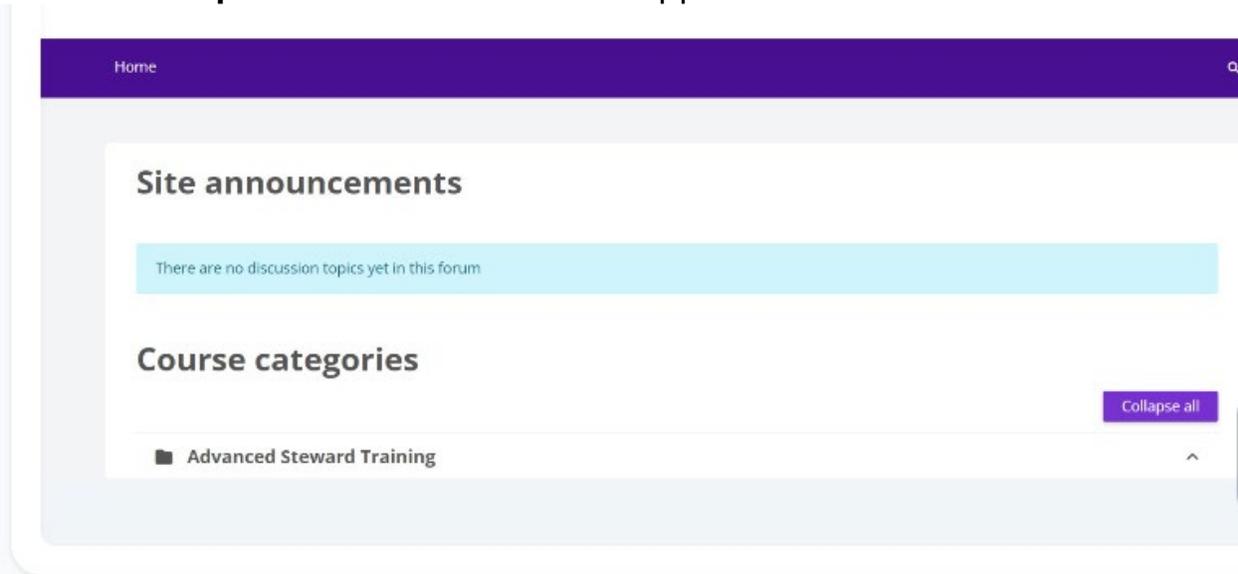
1. Navigate to: <https://learning.seiu1000.org/login/index.php>
2. Click the Login via SEIU SSO button



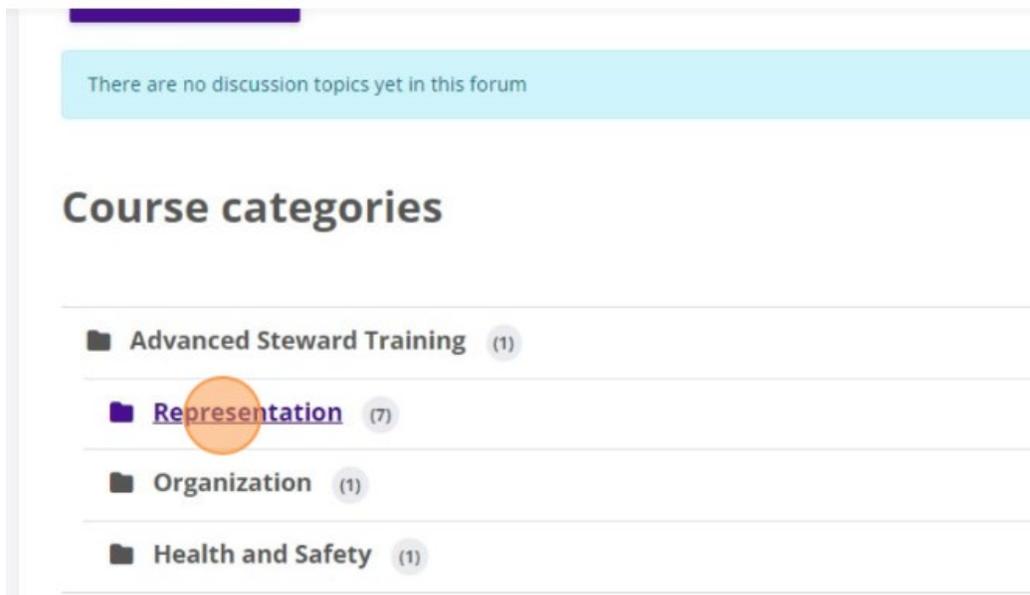
3. Login to SEU Apps



4. The **EmpowerU** Home screen will appear.



5. Choose a category.



6. Choose a course.

Click "Click to enter this course"



**Investigating Grievances To Win**

Representation

A good investigation is critical to ensure the grievance is valid, well-supported, and effectively handled, increasing the likelihood of a successful outcome for our members.

Teacher: James Early

Click to enter this course



7. Read the course objectives.

## Investigating Grievances To Win

Course Settings Participants Grades Reports More v

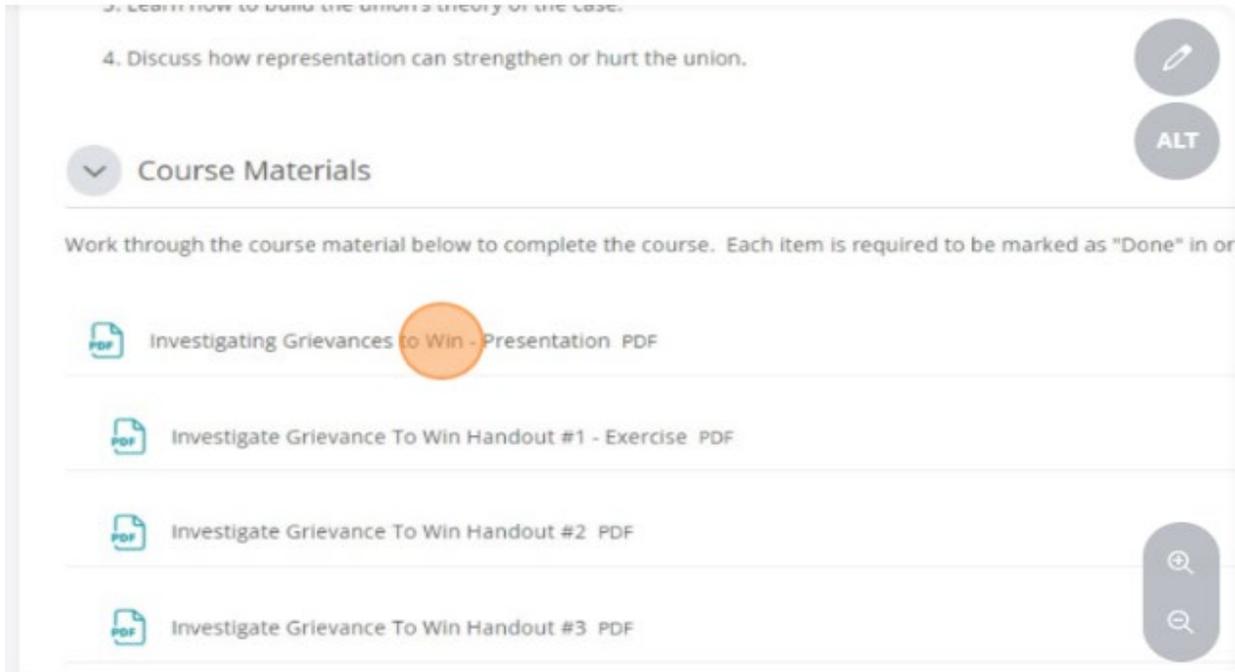
Objectives

This course is designed to help stewards:

1. Learn how to conduct a good grievance investigation.
2. Learn what type of evidence to look for in a grievance investigation.
3. Learn how to build the union's theory of the case.
4. Discuss how representation can strengthen or hurt the union.

8. Work through the course materials. Each item is required to be marked “done”.

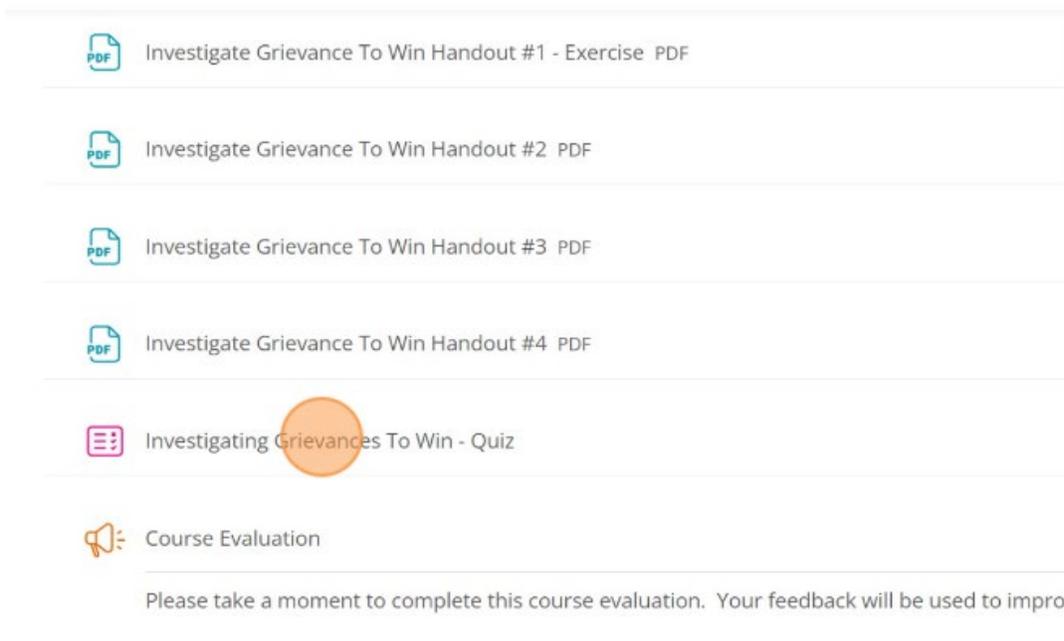
Click "Investigating Grievances to Win - Presentation File"



The screenshot shows a course interface. At the top, there is a section titled "4. Discuss how representation can strengthen or hurt the union." with a pencil icon and an "ALT" button. Below this is a "Course Materials" section with a dropdown arrow. A text instruction reads: "Work through the course material below to complete the course. Each item is required to be marked as 'Done' in or". The list of materials includes: "Investigating Grievances to Win - Presentation PDF" (highlighted with an orange circle), "Investigate Grievance To Win Handout #1 - Exercise PDF", "Investigate Grievance To Win Handout #2 PDF", and "Investigate Grievance To Win Handout #3 PDF". A search icon is visible on the right side of the list.

9. Don't forget to take the quiz. This will need to be completed in order to get full credit.

Click "Investigating Grievances To Win - Quiz"



The screenshot shows a list of course materials. The items are: "Investigate Grievance To Win Handout #1 - Exercise PDF", "Investigate Grievance To Win Handout #2 PDF", "Investigate Grievance To Win Handout #3 PDF", "Investigate Grievance To Win Handout #4 PDF", "Investigating Grievances To Win - Quiz" (highlighted with an orange circle), and "Course Evaluation". Below the "Course Evaluation" item, there is a text prompt: "Please take a moment to complete this course evaluation. Your feedback will be used to improv".

10. Also, don't forget to fill out the evaluation survey.

Click "Course Evaluation  
Feedback"

A screenshot of a course content list. The items are: 'Investigate Grievance To Win Handout #3 PDF', 'Investigate Grievance To Win Handout #4 PDF', 'Investigating Grievances To Win - Quiz', and 'Course Evaluation'. The 'Course Evaluation' item is highlighted with an orange circle. Below it is a message: 'Please take a moment to complete this course evaluation. Your feedback will be used to improve future cur'. At the bottom, there is a 'Contact' section with a dropdown arrow and the text: 'If you have any questions about the content of this course, please email [SCR@seiu1000.org](mailto:SCR@seiu1000.org).' There are also search icons on the right side.

11. You can either take another course or log out.

55 Click "Log out"

A screenshot of a user profile menu. The menu items are: Profile, Grades, Calendar, Private files, Reports, Preferences, Switch role to..., and Log out. The 'Log out' item is highlighted with an orange circle. The background shows a course page with the title 'nces To Win' and a navigation bar with 'Grades', 'Reports', and 'More'.