

## Judicial Educator Module Instructional Sheet

To reduce the Notice of Fine (NOF) by \$50.00 complete the appropriate module below within four (4) business days of fine being issued.

### Directions for completing the educational sanction/condition:

*Step 1:* Use Internet Explorer.

*Step 2:* Log onto the Website: [www.reslife.net](http://www.reslife.net).

*Step 3:* Click on the link below the four pictures that says, *The Judicial Educator*.

*Step 4:* Enter the following username and password information into the login area:

**Username: smu**

**Password: huskies1**

*Step 5:* Click on the appropriate link to the following module to begin:

- **NOF for Smoking Policy Violation:**
  - Complete Module 16: *Smoking*
- **NOF for Liquor Policy Violation:**
  - Complete Module 8: *Alcohol Education 101: Choosing a Direction* (This module contains voice over. Use headphones if completing this module in a computer lab.)
- **NOF for Noise Policy, Quiet Hour Policy, and Other Violations** (Complete one of the following):
  - Module 3: *Community Living From Me to We*
  - Module 5: *Personal Decision Making* (This module contains voice over. Use headphones if completing this module in a computer lab.)
  - Module 18: *Understanding and Managing Conflict*

*Step 6:* Read the directions and begin the training module.

*Step 7:* It is recommended that you retain a copy of the completed module notification form.

*Step 8:* After you have successfully completed the module, an e-mail notification form will appear.

- Please complete the '**YOUR INFO**' section.
- Please complete the '**YOUR ADMINISTRATOR**' section:
  - **First Name:** Residence
  - **Last Name:** Department
  - **Email:** [family.housing@smu.ca](mailto:family.housing@smu.ca)

### Important Information:

To comply with your educational sanction / condition, you are required to successfully complete the module within four (4) business days of the NOF being issued.

Each student may only opt for this fine reduction once per academic year.

A student, who is issued four (4) NOFs within one Academic year, may be dismissed from Residence at the discretion of the Director, Residence Department.