

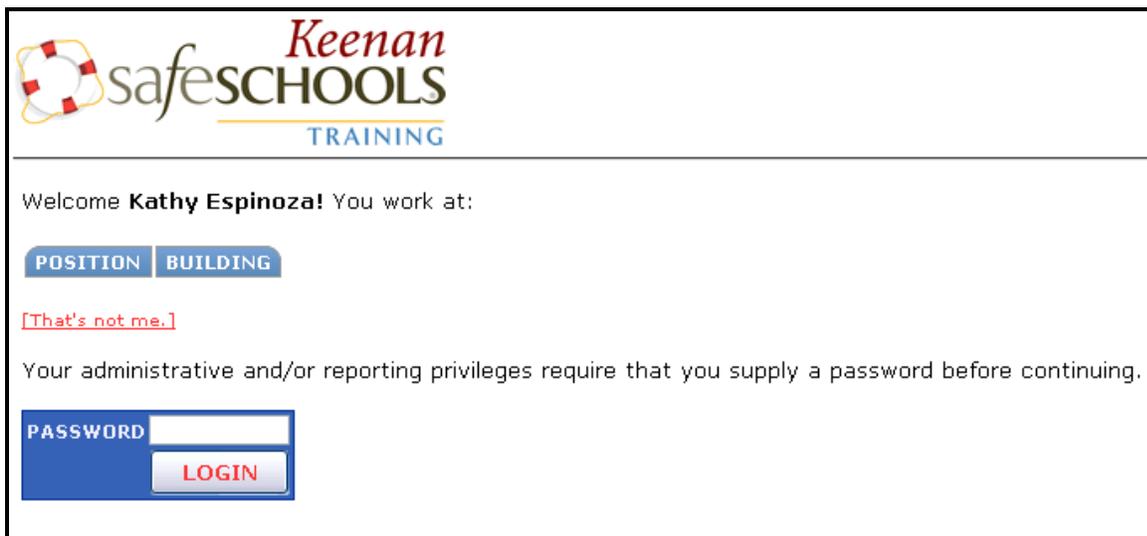
Training Quick Guide

Login Screens

Enter your username in the “Username slot.” Then hit “Sign in.”



The next page will verify your position and building. (If you see an outdated position or building, don't worry – you can still train. Just notify your administrator that an update is needed.) If you are an administrator, you may be prompted to enter a password before logging into the site.



Training Quick Guide

Training Area

This area is where you will take the courses your district has assigned to you. Simply click on the title of the course to get started, and be sure to turn up your speakers so you can hear the audio. In order to get credit for the course, **you must complete each section** and pass the quiz.



Welcome Kathy! [Logout](#)

[My Training History](#)
[View Admin Area](#)

Mandatory Training

Course	Days Till Due	Due Date	Time Required	Course Status
 Bloodborne Pathogen Exposure Prevention (Full Course)	15	Wed Aug 31st, 2011	30 minutes	Not Started
 Bullying: Recognition & Response (Full Course)	15	Wed Aug 31st, 2011	1 hour	Not Started
 Slips, Trips, & Falls (Full Course)	15	Wed Aug 31st, 2011	35 minutes	Not Started
 Heat Illness Prevention (Full Course (en Espanol))	112	Tue Dec 6th, 2011	15 minutes	Not Started

Taking a Course

The green check mark signals that you have completed that section. Once all of the sections have green check marks by them, the course is completed.



Student Drug & Alcohol Abuse

To continue, please select an item from the list.



- Finished [Introduction](#)
- Required [Facts & Trends](#)
- Required [Types of Factors](#)
- Required [Role of Schools](#)
- Required [Quiz](#)

Training Quick Guide

Printing Certificates of Completion

Once you complete a course, you'll be able to print a certificate of completion. No need to fill out any information - your name, the course, and the date completed are automatically filled in. Your administration has access to these certificates, too, so you may or may not be required to print them out. If you are unsure, please check with your Keenan SafeSchools administrator.

Certificate of Completion

Keenan Demo

Kathy Espinoza

has completed

Back Injury and Lifting (Transportation)

a training program requiring 20 minutes

on

Tuesday, July 5th, 2011

The logo is identical to the one in the top left, but includes a blue ribbon graphic on the left side.

Supervisor's Signature

Employee's Initials: _____

kespinoza@keenandemo.com rp121n6n-963n

Please, don't hesitate to contact Keenan SafeSchools customer service at 1.800.434.0154 or teamkeenandemo@safeschools.com with any questions!