

Training Quick Guide

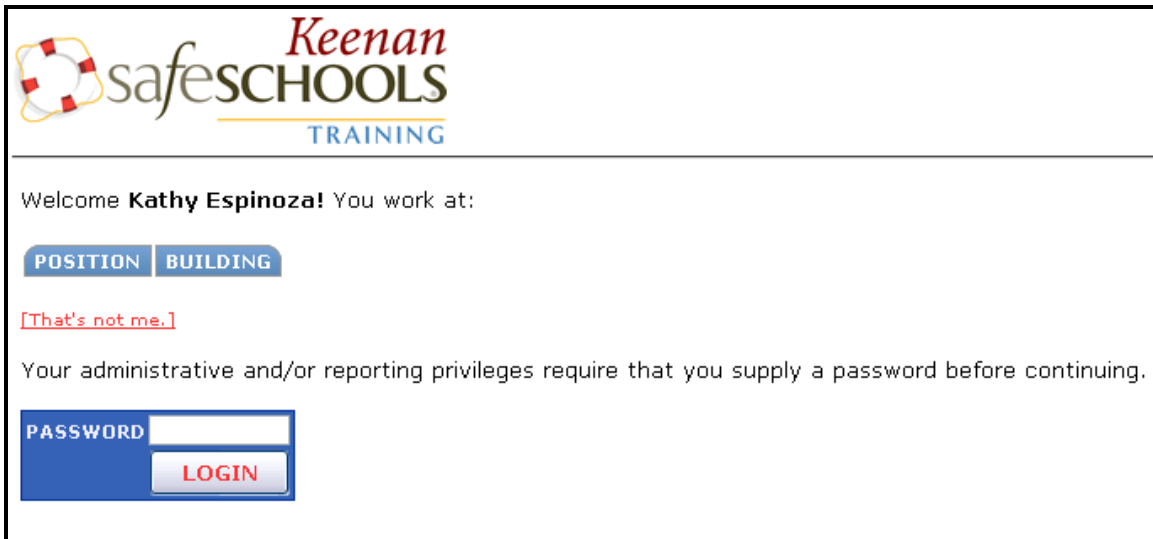
Login Screens

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



The login screen features the Keenan safeSCHOOLS TRAINING logo at the top left, with the tagline "The #1 provider of online staff training and compliance for schools." below it. On the right, there is a "Keenan Demo" login box. This box contains a "Username" label, a text input field with the text "Keenan" entered, and a "Sign in" button. To the right of the "Sign in" button are links for "Username Hint" and "Register". A "LOGIN" button is also visible in the top right corner of the page. The background of the login screen shows three smiling people (two women and one man) standing in a classroom setting.

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 (If you see an outdated position or building, don't worry – you can still train.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.



The verification screen displays the Keenan safeSCHOOLS TRAINING logo at the top. Below the logo, it says "Welcome **Kathy Espinoza!** You work at:". There are two buttons, "POSITION" and "BUILDING", which are currently disabled. Below these buttons is a link that says "[That's not me.]". Further down, a message states: "Your administrative and/or reporting privileges require that you supply a password before continuing." At the bottom, there is a "PASSWORD" label next to a text input field, and a "LOGIN" button to the right of the input field.

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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](#)

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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 <u>20 minutes</u>	
on	
<u>Tuesday, July 5th, 2011</u>	
	_____ Supervisor's Signature Employee's Initials: _____
kespinoza@keen.com rp121n6n-963n	

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