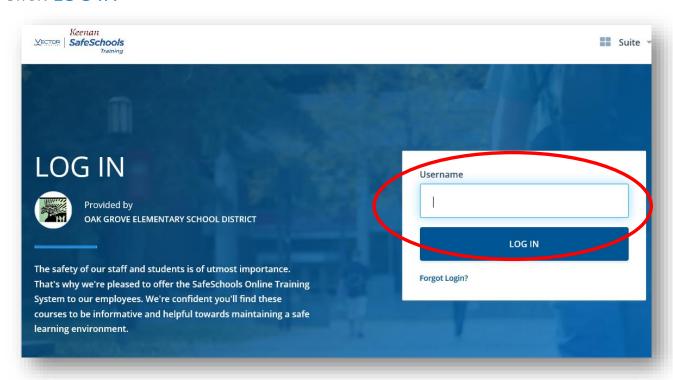


Employee Access to Keenan SafeSchools (KSS) Online Courses

Log in to KSS

https://ogsd-keenan.safeschools.com

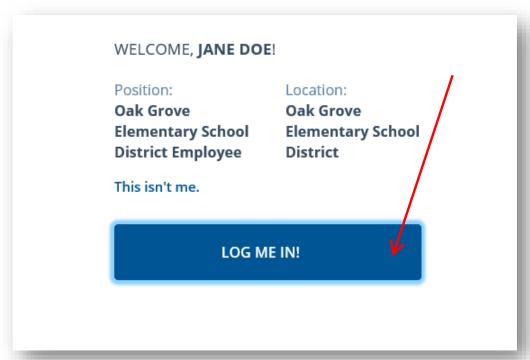
Enter your Username (employee ID) Click **LOG IN**





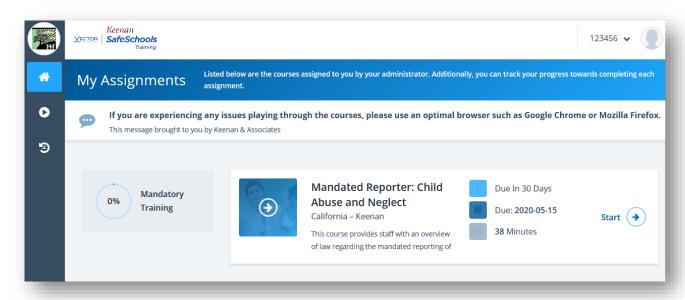
Confirm Identity

If your name shows correctly, click LOG ME IN!



Assignments

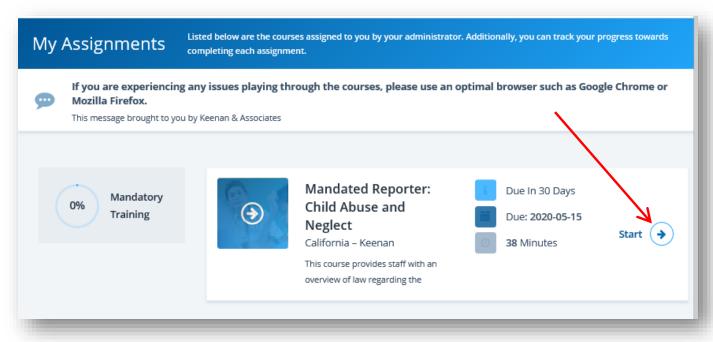
If you have any active assignments, they will show on your home page.



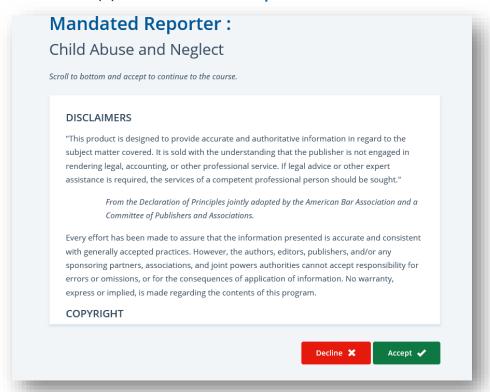


Taking a Course

To start an assigned course, click Start.



A disclaimer will appear. Click **Accept** to continue.

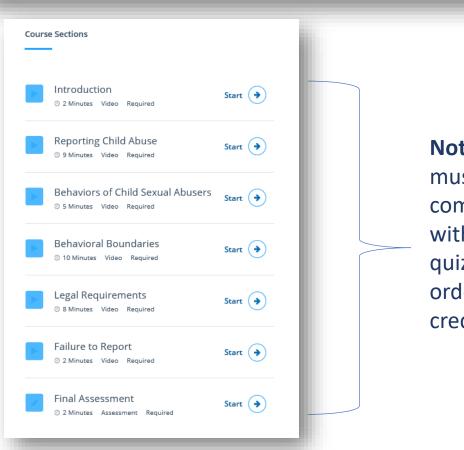




Taking a Course (continued)

Click the arrow to start the course.





Note: all sections must be fully completed along with the quiz/assessment in order to receive credit.

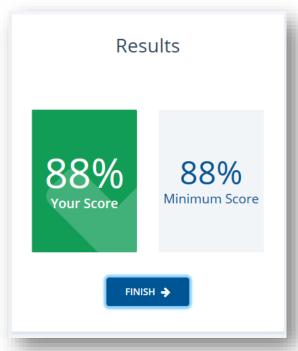


Taking a Course (continued)

When taking the assessment, select your answer then click Next.



Once all sections are complete and the assessment is complete, click **Finish**.





Need Assistance?

If you have questions or concerns about your assignments, please reach out to your supervisor.

If you need technical assistance, you may reach out to Customer Support by clicking **Contact** at the bottom of the home page.

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Cambiar el idioma al español

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2135 Dana Avenue Suite 300 Cincinnati, OH 45207

support@safeschools.com

For all other inquiries: info@safeschools.com

When contacting our Support Team, please include your first and last name, along with the name of the organization that you work with.



Troubleshooting

The Keenan Training System is a web-based program that is accessible with an Internet connection 24 hours a day, 7 days a week. The Training System is compatible with all recent versions of Google Chrome, Mozilla Firefox, Internet Explorer, Safari, iOS, and Android. Despite our optimal accessibility, occasionally users may experience difficulty loading their training. These issues are typically device-specific and can be resolved using the troubleshooting tips below.

If you are accessing training from a computer:

- 1. Restart your browser. On a Mac, you will need to fully quit the browser.
- 2. Make sure you are using a recent version of Google Chrome, Mozilla Firefox, Internet Explorer, or Safari. Chrome is the most effective. If you have any pending updates, they may need to be completed to move forward with training.
- 3. Clear your browser's cache which is typically located under your browser's history settings.
- 4. It is possible that device-specific browser extensions and/or pop-up blockers may be interfering with your training. Try accessing the training from another browser to rule out this possibility.

If you are accessing training from a mobile device:

Our system is compatible with many mobile devices. However, some users may have personal configurations that prevent certain courses from loading. Additionally, some custom and policy courses are best displayed on a computer. If you are experiencing difficulty loading our training on a personal device, try using a laptop or desktop computer.