

**Governor Wentworth Regional School District  
Required Trainings 2023-2024**



**Primex** (required by law, once per year)

[Bullying & Cyberbullying Prevention for Schools \(K-12\)](#) (Approx. 60 minutes)

[Preventing Workplace Harassment for Employees](#) (Approx. 60 minutes)

\*Full-time employees: Upon completion, login to Frontline/MLP, click on “Required Trainings Form”, and submit information

\*Part-time employees: Upon completion, submit information via [this Google form](#).

**Suicide Prevention** (required by law, once per year)

To be held **in-person** at individual buildings on **March 12, 2024** (2 hours)

\*Full-time employees: Upon completion, login to Frontline/MLP, click on “Required Trainings Form”, and submit information

\*Part-time employees: Upon completion, submit information via [this Google form](#).

**Reporting Abuse/Neglect** (required by law, once per year)

[Know & Tell Online Directions eCourse](#)[Directions eCourse](#) (Approx. 2.5 hours) Updated 12/23  
[Know & Tell Course Link \(if you have/remember your nine digit password\)](#)

\*\*\*If you are experiencing any issues accessing Know & Tell, please see the next page.

\*Full-time employees: Upon completion, save course certificate, then upload to “My File Library” in Frontline/MLP

\*Part-time employees: Upon completion, submit information via [this Google form](#).

### **Know & Tell troubleshooting:**

*When a student sets up a new account they will need to provide a phone number that will accept a text for the multi factor authentication on their account and not use an office number that does not accept text messages.*

*In addition to the attached instructions, students may experience modules not loading. This can easily be resolved by clearing the cache on a device. We recommend using Google Chrome for our self-paced courses.*

*To clear your internet browser history/cache in Google Chrome:*

- 1. To clear cache/history, click on the three vertical dots at the very top right-hand corner of your Google Chrome browser window/session.*
- 2. Click History.*
- 3. Click on the next History option that displays.*
- 4. Click on 'Clear Browsing Data' and keep the time range of 'all time.'*  
*\*\* This will ensure any stuck/frozen/failed attempts of data transmission between web pages/platforms and your PC are cleared completely so that the web page/platform does not cache (call back up) those again.*
- 5. Next, close ALL browser windows open. Ensure you have NO internet browser sessions open in Chrome.*
- 6. Open Chrome back up.*
- 7. Navigate back to the web page/platform in question to confirm the operation and resolution are resolved.*

**Note:** If you are still experiencing difficulties accessing the online platform, please complete a district IT Help Ticket and provide a screenshot of the error message you are receiving.

*Please feel free to reach out to Heather Cummings if you have any general questions about any of the above trainings.*

*[hcummings@sau49.org](mailto:hcummings@sau49.org) or call 569-1658*