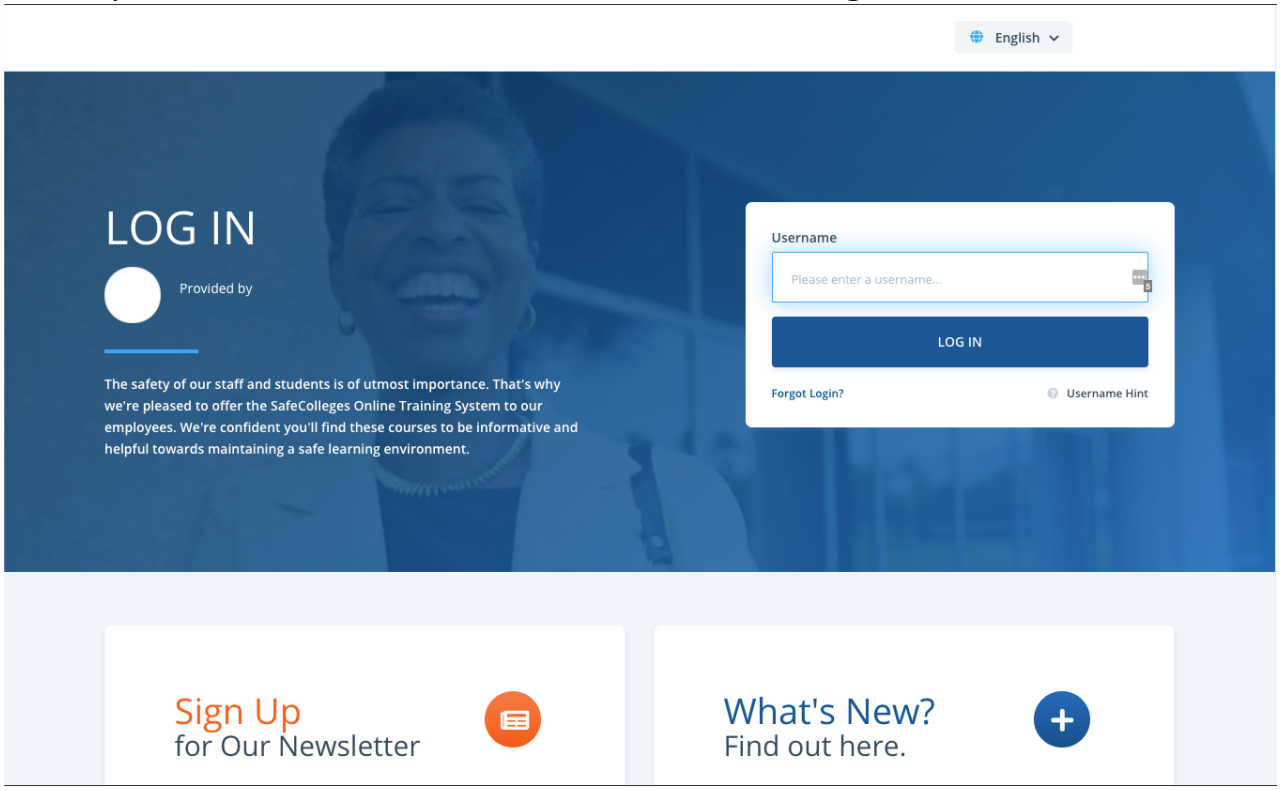
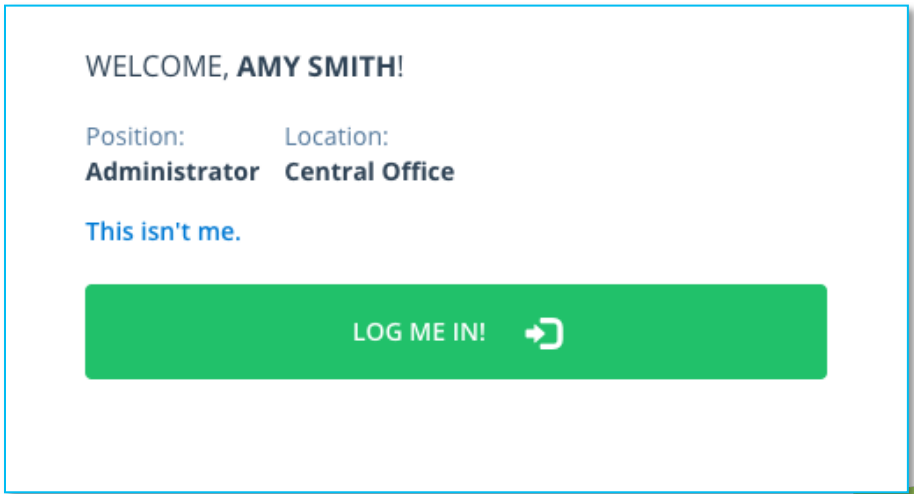
Training Quick Guide

Login Screens

Enter your username in the **Username** field then hit **Log In**.

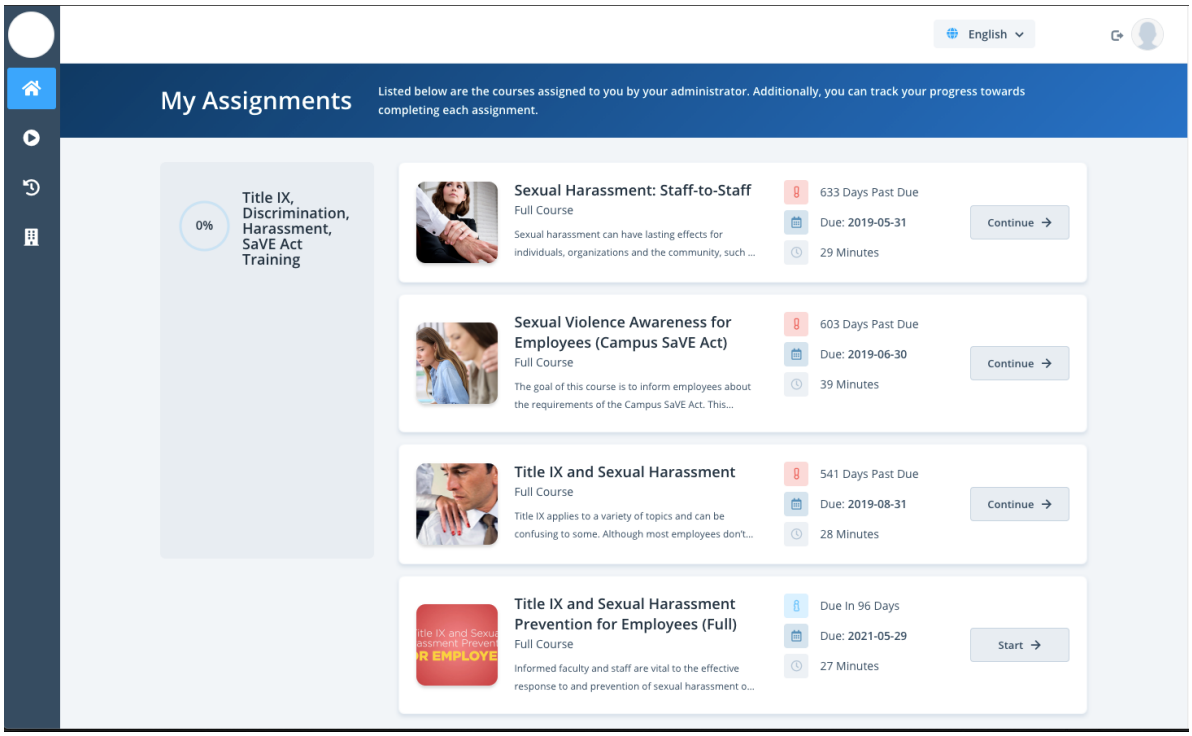


The next page will verify your position and building. If you see an outdated position or building, don't worry – you can still train. Just notify your administrator that an update is needed. If you are an administrator, you maybe prompted to enter a password before logging into the site.



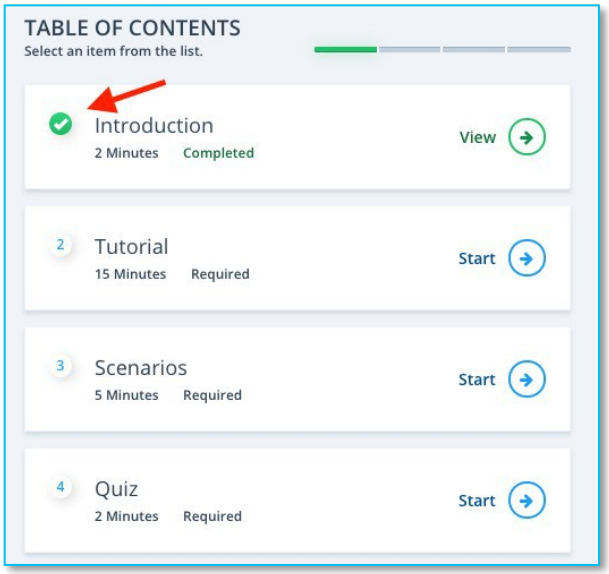
My Assignments

This area is where you will take the courses that your organization 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.



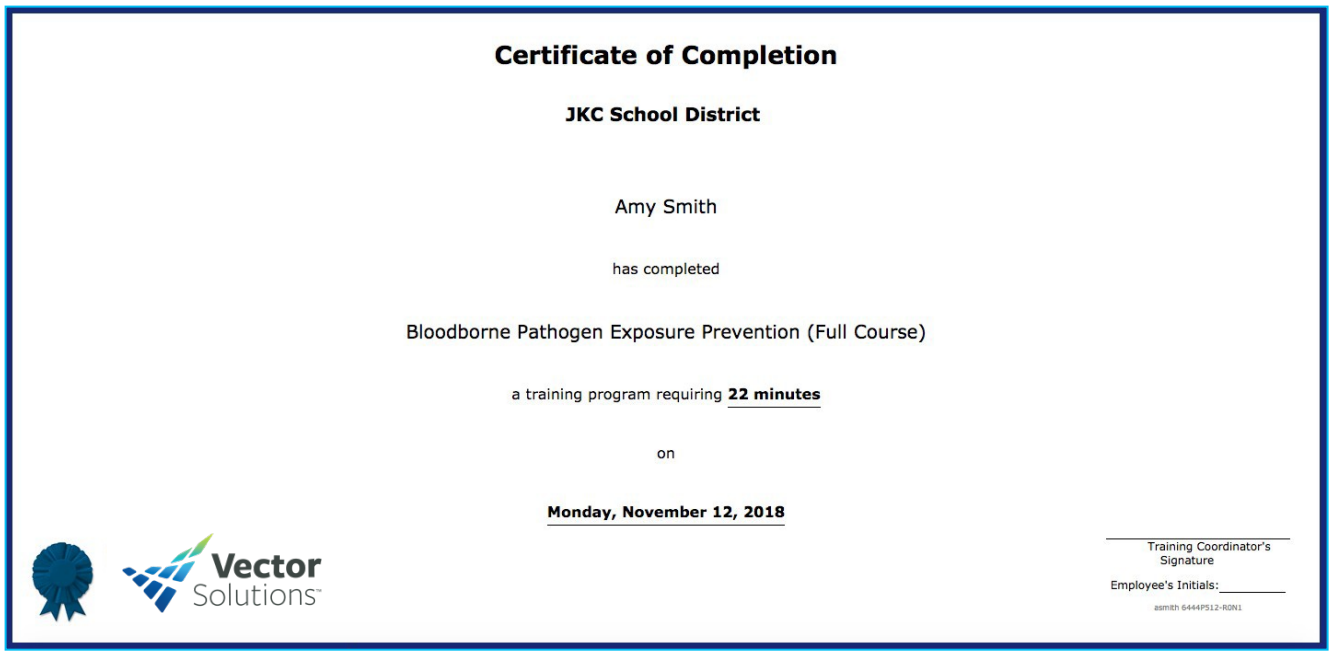
Taking a Course

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.



Printing Certificates of Completion

Once you complete a course, you will have access to 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 not be required to print them out. If you are unsure, please check with your administrator.



Certificate of Completion

JKC School District

Amy Smith

has completed

Bloodborne Pathogen Exposure Prevention (Full Course)

a training program requiring **22 minutes**

on

Monday, November 12, 2018

Vector Solutions

Training Coordinator's Signature

Employee's Initials: _____

asmith 6444PS12-R0N1

To access a comprehensive list of your past completions, click over the counterclockwise arrow along the left-hand side of the screen and select the **Training History** option. Next, adjust the dates by clicking within the date field and selecting a date from the pop-up calendar. This will populate your date range. Click over the **View Certificate** link located to the right of the Completion Date column to access and print each certificate.