

How to Complete Essential Trainings

D11 is required to certify the annual completion of compliance training for all employees in order to meet the requirements of a variety of laws, standards, and policies on the Federal, State, and District levels. Trainings include Mandatory Reporting, Sexual Harassment, Sexual Misconduct, and FERPA. The courses are provided by Vector as part of their SafeSchools program.

[Navigating to the Essential Trainings webpage](#)

All details and resources for the Essential Trainings this year are on the [Professional Learning website](#).

1. Open Chrome and navigate to D11.org.
2. Hover over **Employee Resources** and click on [Professional Learning](#).
3. Click on [Essential Trainings](#).
4. You will see a list of all the courses you must complete, and each course will function the same way.
5. Below are instructions for accessing a course for the first time and returning to a course you have already registered for.

[Accessing a course for the first time](#)

1. Click the link for the course you want to register for.
2. You will be taken to the Course Details page in the PLP.
 - a. If asked, log in with your District credentials.
3. Click the **Start** button on the right.
 - a. DO NOT click the **I'm Finished** button. It will cause problems with your completion status.
4. This will both register you for the course and take you to the content on Vector's webpage.
5. If you need to change the language, click English in the top right corner and choose your language from the list. The page will reload and may take a minute.
6. Read through and accept the disclaimer.
7. You will see a **Start Course** button and a list of the sections in the course below it.
8. You can click the **Start Course** button or click one of the sections if you want to view them in a different order (or view them again).
9. As you complete each section, watching any videos and answering any questions, you will be given a **Course Details** button to return to the section listing. After 10 seconds you will be automatically returned. You can also click the arrow in the top left to return at any time.
10. Continue completing sections by clicking them or clicking the **Continue Course** button at the top.
11. The final section will be your Assessment, which must be passed at 80% in order to complete the course.
12. Once you complete the course, you may close the window. You may print a certificate if you want a copy, but it is not required.

Returning to a course

1. You can access your course in two ways:
 - a. Click on the course on the [Essential Trainings](#) page.
 - b. Click the course in the My Courses section after opening the [PLP](#).
 - i. Please see the [Professional Learning](#) website for details on navigating the PLP.
2. Click the **View Again** button on the right.
 - a. DO NOT click the **I'm Finished** button. You will be marked complete automatically upon course completion.
3. If you need to change the language, click English in the top right corner and choose your language from the list. The page will reload and may take a minute.
4. If you have not done so already, read through and accept the disclaimer.
5. If you have not completed any sections yet, follow the steps in Accessing a course for the first time starting with step 6.
6. You will see a **Continue Course** button at the top. Below will be a list of the sections in the course, shown with a green check if you have completed them.
7. Click the **Continue Course** button at the top, or one of the sections to continue.
8. As you complete each section, watching any videos and answering any questions, you will be given a **Course Details** button to return to the section listing. After 10 seconds you will be automatically returned. You can also click the arrow in the top left to return at any time.
9. Continue completing sections by clicking them or clicking the **Continue Course** button at the top.
10. The final section will be your Assessment, which must be passed at 80% in order to complete the course.
11. Once you complete the course, you may close the window. You may print a certificate if you want a copy, but it is not required.

How to get help

- If you or your direct reports have any logistical questions or issues connecting to the training, please contact [Vincent Berryman](#).
- For any questions around compliance, connect with your Supervisor.
- Some of these topics are sensitive in nature and impact people in different ways. If you need to talk with someone, D11 provides a free, confidential Employee Assistance Program (EAP) for you and your family. Call 1-800-645-6571 or go to <https://www.d11.org/employees/employee-benefits/home/eap> to learn how to access these services.