

PublicSchoolWORKS (PSW) FAQs

I need assistance logging in to PSW

Use this link: <https://www.publicschoolworks.com/Pages/training.asp?>

Username: district email (e.g. sjones@fcusd.org)

Password: (district password)

Why is my online training account inactive and/or why don't I have any courses assigned?

If your account is inactive, check in with Human Resources regarding your hire date. Courses are assigned based on that date (the first physical day at work). Courses should be assigned within a few days from your hire date.

REQUIRED courses based on employment status

[Go here for the required training Annual Notice](#)

Are substitutes required to take the training?

Yes, regardless of a certificated or classified position.

If the trainings were taken before June 1, do they need to be retaken?

Yes, you need to take the training. They are annual and must fall within the academic calendar year.

Can I use certificates from other Districts?

No, you are required to take the courses under your FCUSD ID.

How often are email reminders sent out?

EMAIL REMINDERS:

Initial Notification

80% Mark

Due Notification

Late Notification one week after the due date

Late notification two weeks after the due date

How to download course certificates

- Log into PSW
- Select “Your Transcript” on the left side menu bar
- Find the course & print the certificate on the far right.

<u>Time</u> <u>Spent</u>	<u>Assigned</u>	<u>Certificate</u>
	Yes	
10:00:41	Yes	Get Cert ←

How can I assign courses to myself?

Self-assign courses:

- Log in to PSW
- Select “Available Courses” in the left menu bar
- Search for the course
- Select the red ENROLL button

<u>Cat. No.</u>	<u>Crs. No.</u>	<u>Course Title</u> □	<u>Enroll</u>
M-1004	M-1001	1st Amendment: What School Districts Need to Know	Enroll