

INTER-LAKES SCHOOL DISTRICT

REQUIRED TRAININGS INSTRUCTIONS

QUESTIONS?
CONTACT YOUR
SUPERVISOR OR
HUMAN RESOURCES
603.279.7947

STEP 1: LOCATE TRAININGS

Where do I find my required trainings?

- Visit www.interlakes.org and locate **Departments** in the navigation menu.
- Hover your mouse over **Departments** and then click **Human Resources**.
- Scroll down the page and locate **District Trainings** on the left hand side of the page.
- You will be prompted to enter a **passkey**. **PASSKEY**: **ILSD** (case sensitive).

STEP 2: COMPLETE TRAININGS

What trainings am I required to complete?

- To locate your trainings, click on the + next to your position title.
- Follow the prompts to complete each training required for your position.

Need help navigating our website?
[Click here for a quick video!](#)

STEP 3: PROOF OF COMPLETION

Who do I send my certificate to?

- You must provide **proof** of completed trainings to the district.
- Depending on your position, the individual who collects your certifications will be different.
- Please reference the **district training** webpage to locate your assigned individual.

INTER-LAKES SCHOOL DISTRICT
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