



Online Training Instructions for SAUSD Employees

1. Go to www.ascip-elearn.org and login using your district email address (ending in SAUSD.US).

It is required to validate your district email. If you have not validated your email address or forgot your password, go to the ASCIP E-Learning homepage and click the **“Password Reset and Welcome Email Help”** button.

 Password Reset and Welcome Email Help

This button will send a validation/password reset link to your email. Please note the following for this link:


- The link is personalized for each employee and valid for 24 hours.
- It should not be forwarded or shared.
- If the link expires or is not received, employees can visit www.ascip-elearn.org and click **“Password Reset and Welcome Email Help”** to request a new link.

Employees who do not complete the initial validation/login process will not receive future notifications related to required annual trainings.

2. Once your email is validated and password is set, and after logging in, the **“My Dashboard”** page will appear with the courses that are required for all employees for 2025-2026.

If you are a recent hire and created an ASCIP E-Learning account during on-boarding prior to **March 2025**, please refer to the handout **“ASCIP E-Learning for Recent Hires”** for additional details.


3. To initiate the courses, return to **“My Dashboard”** and click on the course or click **“Start.”** Follow the on-screen instructions. After finishing the first course, return to **“My Dashboard”** and complete the other courses.
4. To view the next course, click on **“My Dashboard”** on the left. Click on the course to view and repeat the previous instructions, until all the courses are completed.
5. It is highly recommended to complete each course in one sitting. For an easier training experience, ASCIP recommends the use of a **laptop or desktop** with **Chrome, Firefox, or Edge**. The browser needs to be the most updated version to avoid issues when accessing and completing the trainings.

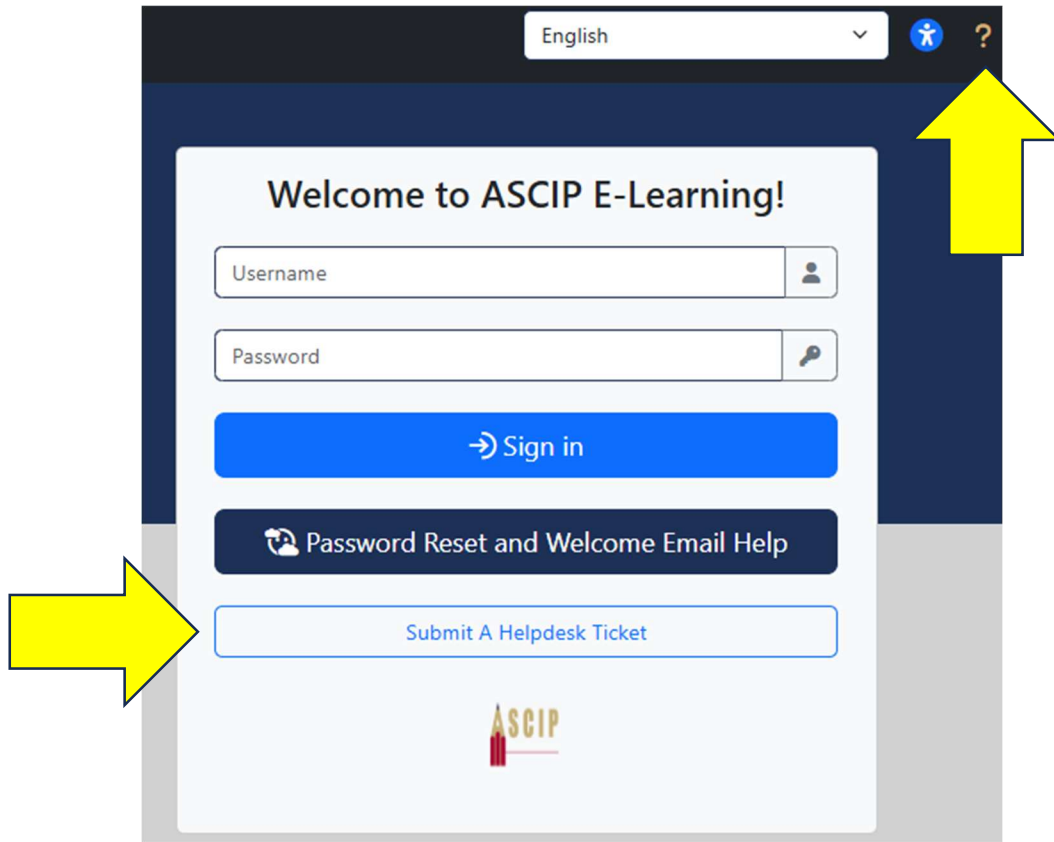
It is highly recommended to **save a copy of your certificate as proof of completion of these courses for your records.** You may find and download these certificates by clicking on **My Completions**. Click on the course and click on the **green button** .

All employees are required to complete these courses on an annual basis within the school year.

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For any Technical Issues, please contact the **ASCIP** Help Desk by clicking the  icon at the top right or clicking **Submit A Help Desk Ticket** as shown below.



For questions regarding the courses, please contact Catalina Del Real at SAUSD Risk Management (Catalina.delreal@sausd.us or 714-480-5284).