

## REQUIRED TRAINING COURSES

**ALL EMPLOYEES** new to the Irvine Unified School District must complete, prior to being hired, a series of online required training courses.

- ✓ Injury and Illness Prevention Program
- ✓ Sexual Harassment Prevention for Non-Managers
- ✓ Bloodborne Pathogen Exposure Prevention
- ✓ Injury and Illness Prevention Program (COVID-19) Addendum
- ✓ Mandated Reporter: Child Abuse and Neglect
- ✓ Workplace Violence: Awareness and Prevention

To self-register and complete the trainings:

Go to the IUSD Hiring Documents Page, select 'Keenan Safe Schools Training'

1. Type in your **first name** and **last name**. Your **Username** will be similar to your new IUSD email address which is your legal first name and last name together @iusd.org - Example: [JaneDoe@iusd.org](mailto:JaneDoe@iusd.org).
2. A message will appear congratulating you on registering successfully. Click on **Continue to Assignments** to complete the login process.
3. Your Keenan SafeSchools page will show the mandatory training icons. After you click on a course title, you will need to accept the *Disclaimer*. The courses have audio, so be sure to turn on your computer speakers. You must complete each course in their entirety, as well as pass the quiz, in order to receive full credit. Upon completion, print the course certificates. Please return the printed certificates with your hiring paperwork to the Human Resources Department.

For technical problems, contact Michelle Escobar, Workers' Compensation/Benefits Specialist: [MichelleEscobar@iusd.org](mailto:MichelleEscobar@iusd.org)