



Instructions for Keenan SafeColleges Online Safety Training

How to log on to the online training program:

1. Using your web browser, go to:

<https://napavalley-keenansafecolleges.com/>

Your **username** is your **employee ID number** (seven digits, may begin with "0")

2. Once you have entered your username, the system will verify who you are. If the information is accurate, click "Log Me In".
3. Start a course by clicking on the course title. The courses have audio, so ensure you turn up your speakers if you want to listen.
4. You must complete each section of the course and pass the quiz in order to receive full credit for each training assignment.

If you have any questions, please contact:

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Thanks and have a safe year!