

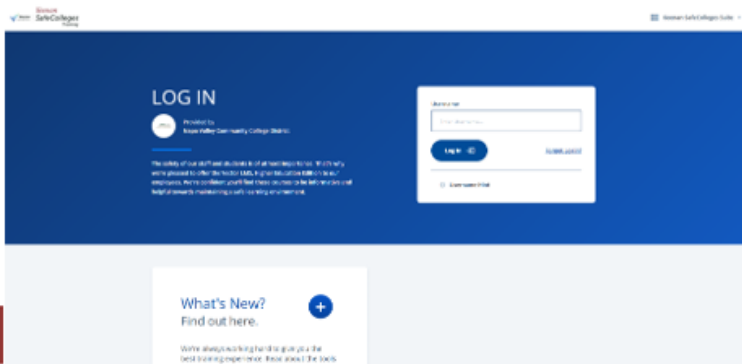
Keenan SafeColleges Online Training Announcement

Please follow the directions below to complete training assignments on Keenan SafeColleges.

Instructions are as follows:

Log In

1. When trainings are assigned to you, you should receive an email with log in instructions taking you directly to the training site. If not;
2. Using your web browser, go to: <https://napavalley-keenan.safecolleges.com/login>
3. You will be required to enter your username **which is your Employee (Colleague) ID # with leading zeros (e.g., 0000001)**, then click **Log In**



If your name shows up on the Welcome page, click **Log Me In!**

If you do not know your employee (Colleague) ID#, please log into MyNVC:

<https://myapps.microsoft.com>, click on your username in the upper right corner, then user profile.

If you have any questions, please contact training.development@napavalley.edu or (707) 256-7104.

Select Training

1. The trainings assigned to you will be labeled as mandatory, advisory, or suggested. You must complete all mandatory and advised trainings by the due date.
2. To begin the training, click on **Start**.

My Assignments Listed below are the courses assigned to you by your administrator. Additionally, you can track your progress towards completing each assignment.

To access courses with the Course Translations Feature, click on the Language Tab on the left side of your screen and then click on the preferred language. If the course has a translation feature, it will play in the language selected. If it does not, it will play in English. For questions about the Course Translations available, please contact your Keenan Account Manager. If you are experiencing any issues playing through the courses, please use an optimal browser such as Google Chrome, Mozilla Firefox or Edge.

Para acceder a los cursos con la función de traducción, haga clic en la pestaña Idioma de la parte izquierda de la pantalla y, a continuación, en el idioma que prefiere. Si el curso tiene una función de traducción, se reproducirá en el idioma seleccionado. Si no, se reproducirá en inglés. Si tiene alguna pregunta sobre las traducciones disponibles, comuníquese con su Administrador de Cuentas en Keenan. Si tiene problemas para reproducir los cursos, utilice un navegador óptimo como Google Chrome, Mozilla Firefox o Edge.

This message brought to you by Keenan & Associates

0% Mandatory Training

NVC Level 1-Emergency Training
Custom
This training will provide what is expected of you as a NVC employee, along with personal preparedness, and an overview of NVC's emergency operations, and an...
Read More >

1182 Days Past Due
Due: 2021-12-31
137 Minutes
Start →

0% Suggested Training

Cybersecurity Overview
Full Course
The convenience of web access makes it easy to forget that we need to protect and care for our information. Easy access can strip away our witness of strangers. It can...
Read More >

110 Days Past Due
Due: 2024-12-07
15 Minutes
Start →

Office Ergonomics
Full Course
Cumulative Trauma Disorders (CTDs) are a type of musculoskeletal disorder that affects the nerves, tendons, muscles, and supporting structures of the body. They're...
Read More >

29 Minutes
Start →

Interested in Extra Training?
You may have access to many more courses that cover a wide variety of topics. Please take the time to look over the list and view the ones that interest you.

Watching the Course/Completing the Training

1. Read the Disclaimers and Copyright notifications and click **Accept** if you accept and wish to move on
2. Click **Start** on the first Required section of the course to begin.

Cybersecurity Overview

Full Course

The convenience of web access makes it easy to forget that we need to protect and care for our information. Easy access can strip away our witness of strangers. It can allow someone to gain access to sensitive...
Read More >

Course Sections 0 / 3 Complete

- Introduction About 1 Minute Required
- Tutorial About 10 Minutes Required
- Final Assessment About 2 Minutes 90% required to pass Required

Course Requirements

- Assessment Requirement 80%

Course Details

- Typical Base Course Duration 15 Minutes
- Category Information Technology

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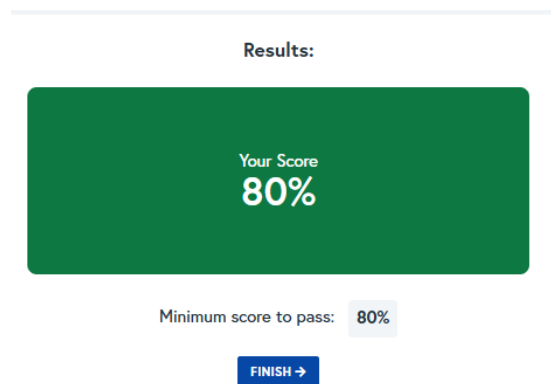
Decline **Accept**

- At the end of each section, click **Continue Course** (on some trainings at the end of each section you need to click on **Course Details** first), and you will be directed to the next section (or you can click on the next section directly). Continue taking all sections until the course is complete.



- When all sections are complete, you can then take the Assessment. Click on **Take Assessment** or **Start** on the Final Assessment section to begin.
- Answer all the questions in the Assessment.
- Once you have passed the Assessment, your score will be shown, and you can click **Finish**.

NOTE Even if you have passed the Assessment, all sections of the course must be completed before credit is given



- You have now completed the course.

8. There are two options for accessing the certificate.
 1. Click **Finish** after passing the course assessment, and once back on the course overview, click on **Certificate**.



2. Click on my assignments and then certificate for the courses you have fully completed.



9. Click on the home button or **My Assignments** to return to your home page to complete more courses.
10. At the bottom of your initial Home Page, you will see a **Contact** option should you run into any technical errors:



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<https://support.vectortrainingeducation.com/s/contactsupport>

When contacting our Support Team, please include your first and last name, along with the name of the organization that you work with.

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