

Smarter Solutions. Safer Schools.

INTRODUCTION

Tri-County Education Service Center is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the new PublicSchoolWORKS online staff training system and can be completed at the convenience of the employees.

To begin, employees will need to complete online courses, beginning October 16, 2023. Those employees with a district email address will receive an email notice regarding the training on October 16. For convenience, the email will contain an Internet link to start training.

The PublicSchoolWORKS system will track employee training and automatically notify those who haven't completed the courses. Also, the District Office Administration will be sent a report that will show those employees who have not completed the training.

ONLINE TRAINING PROCEDURES

- 1. Login to your Tri-County Education Service Center (or your primary) email account.
- Open the email from Debbie Stoler with the subject of "Training – New Enrollment".
- Click on the link "<u>Click here to start your</u> <u>training</u>". You will be brought to PublicSchoolWORKS.
- 4. Enter your username (first letter of your first name added to your last name) and you will need to follow the instructions on the login page to reset your password.
- You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866-724-6650, option 4. Make sure your name and email address is correct and then click on the button: "Click here when correct."

Training - New Er	nrollment	
Carrie Mockler		\bigcirc Reply \iff Reply All \rightarrow Forward \cdots
To OCarrie Mockler		Tue 6/2/2020 3:48 PM
<u>{</u> · · · · · · · 1 · · · · · ·		· 7 · · · 1 · · · 8 · · · · · · · 9 · · · · · · · 10 · · · · · · · 11 · · · ·
Dear Carrie Mockler,		
It is time to complete training.	Please click on the link below to see the courses in which you are currently enrolled.	
Click here to start your training "Your Course List" and then cli If you are a supervisor and th	g. If the link does not work, copy and paste the following address in a browser: <u>https://www.pu</u> lick on "Start Course" for each course listed. this training assignment involves employees under your supervision, please confirm the people.	alcschoolworks.com?Pages/training.asp?di=774&eud=748023&da=4c001 After you log in, click on a you supervise are aware of the training - in case they don't get or read email.
Your Assignments		
No.	Course Title	Due Date
M-017	Bloodborne Pathogens	6/30/20
Your Login Information User Name: Password:	enter the first letter of your first name added to your lost name (e.g. jamith for John Smith), onter your password	
Marrie & and the farmed and		
Site:	Middle	
Pri. Occupation:	Teacher	
Sec. Occupation: Dept/Group:	Certified - Staff (7-12)	
Fraining is a very important pa you have any questions. Thank you. *** This is an automated mess	art of your development and our regulatory compliance program. Our online training system at	ows you to complete training al your own pace at a convenient time. Please don't healtate to reach out if

- 6. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
- 7. For each course shown, click on "Start."
- 8. After you successfully complete each course (and test where applicable) the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. Your failures will not be shown on your transcript.



