

NEW HIRE SELF-REGISTRATION INSTRUCTIONS

Pittsburg Unified School District has elected to use the Keenan SafeSchools online safety training program to train both professional and support staff on school-related safety issues. Keenan SafeSchools offers trainings in all facets of school safety issues, and its compliance management system tracks all the training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates.

As an employee who requires safety training, you will need to register yourself to the system in order to receive your active assignments. There are two ways to do this.

Use your registration key:

Registration Key: **dccf7c2b**

Go to our Keenan SafeSchools homepage, www.pittsburg.keenan.safeschools.com, click "Register" (To the right of the "Sign in" button). On the next screen you will be prompted to enter the registration key above. Next you will be prompted to enter some basic information, including a username of your choice, which you will use to login to the system moving forward.

Use the "quick link" registration URL:

<https://pittsburg-keenansafeschools.com/register/dccf7c2b> Click on or enter the address above into your internet browser, and you will be taken to the registration page where you will enter your basic information, including your username.

Once you login to the site, you will see a list of courses assigned to you, and the date on which they are due. To begin a course, click on the title then follow the prompts. To earn a certificate of completion, you must complete all sections of a course and pass the quiz. You do not have to take Keenan SafeSchools courses in one sitting, however you will need to complete each section in entirety to move on to the next.

Your participation will help to make the **Pittsburg Unified School District** a safer place to work and learn! If you have any questions, please contact the Human Resources Department.