



## Instructions for Keenan SafeColleges Online Safety Training

<http://napavalley.keenan.safecolleges.com>

How to log on to the online training program:

1. Using your web browser, go to:

<http://napavalley.keenan.safecolleges.com>

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

2. Once you enter your username, the system will verify who you are. If it is correct, click the "Log Me In" button on that page.
3. Start a course by clicking on the course title. The courses have audio so be sure to turn up your speakers.
4. You must complete each section of the course and pass the quiz in order to receive full credit.

If you have any questions, please contact:

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Thanks and have a safe year!