

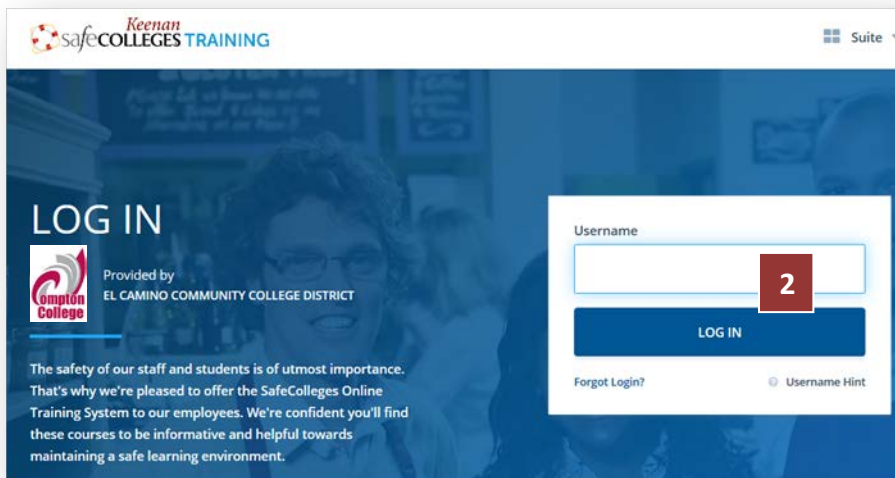
Keenan SafeColleges Online Training Announcement

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

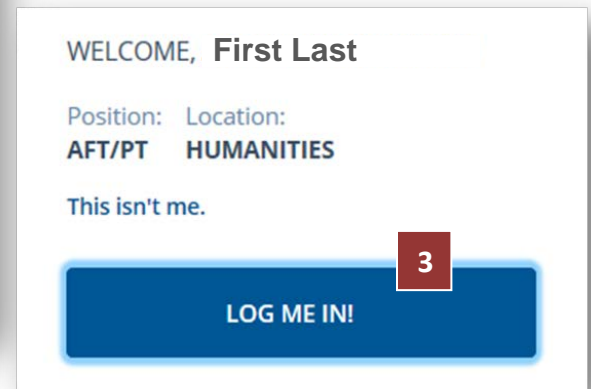
Instructions are as follows:

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://compton-keenan.safecolleges.com/>
3. You will be required to enter your username **which is your Banner ID #***, then click **Log In**
4. If your name shows up on the Welcome page, click **Log Me In!**



The screenshot shows the login page for Keenan SafeColleges Training. The page has a blue header with the logo and a 'Suite' dropdown menu. The main content area has a blue background with a 'LOG IN' heading and a login form. The form includes a 'Username' field with a red box containing the number '2' over it, and a 'LOG IN' button. Below the button are links for 'Forgot Login?' and 'Username Hint'. On the left side, there is a Compton College logo and text stating 'Provided by EL CAMINO COMMUNITY COLLEGE DISTRICT'. At the bottom, there is a paragraph about the importance of staff and student safety.

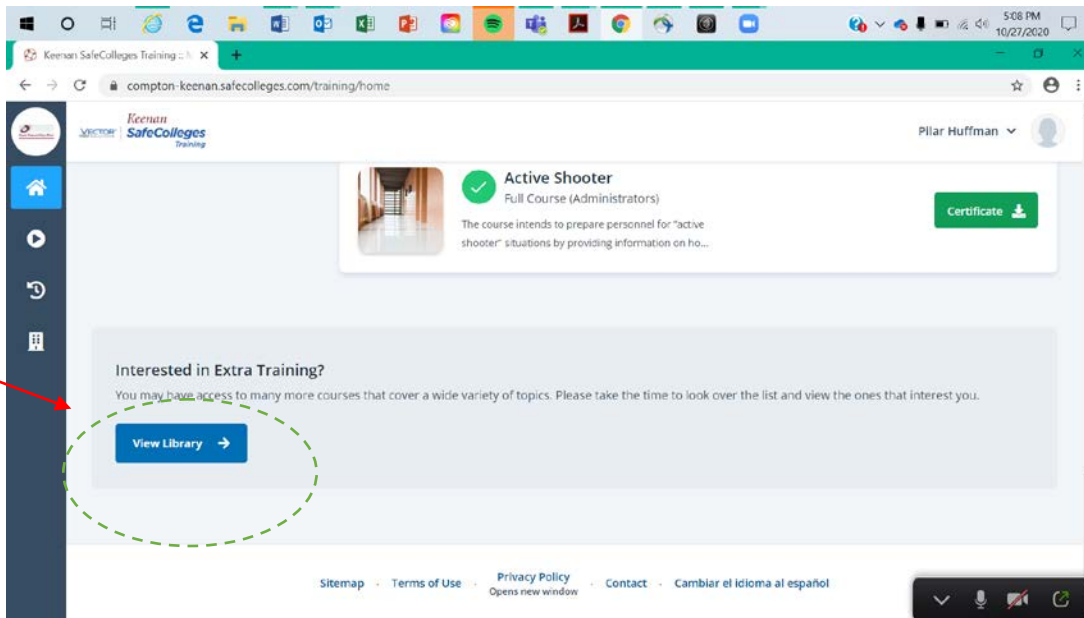


The screenshot shows the 'WELCOME, First Last' page. It displays the user's position as 'AFT/PT' and location as 'HUMANITIES'. Below this, there is a link that says 'This isn't me.' and a large blue button labeled 'LOG ME IN!' with a red box containing the number '3' over it.

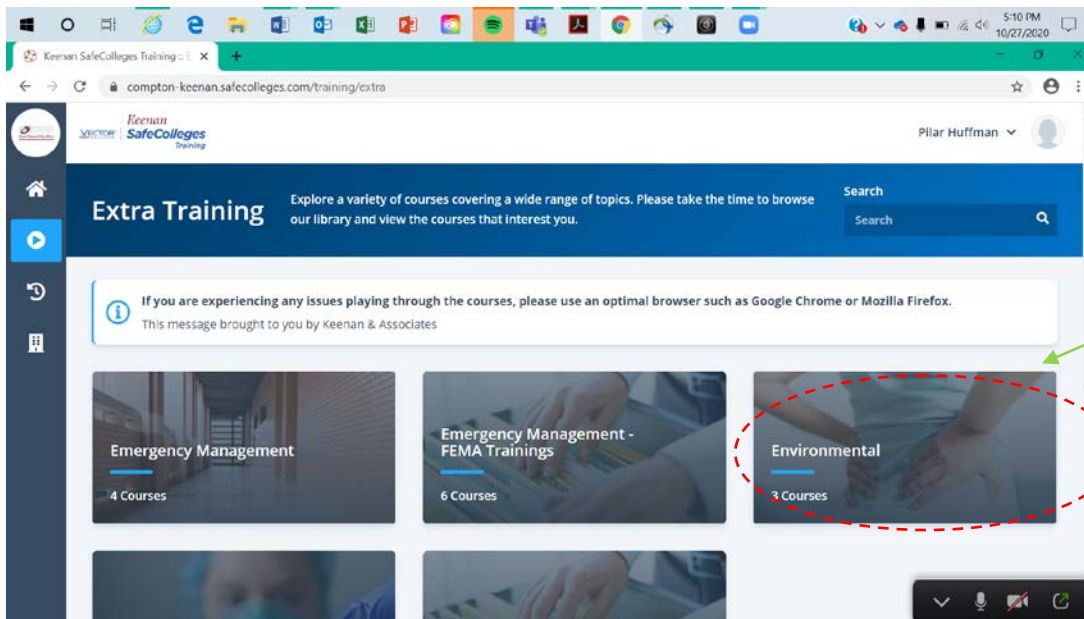
***If you do not know your Banner ID#, please contact Human Resources.**

Select Training

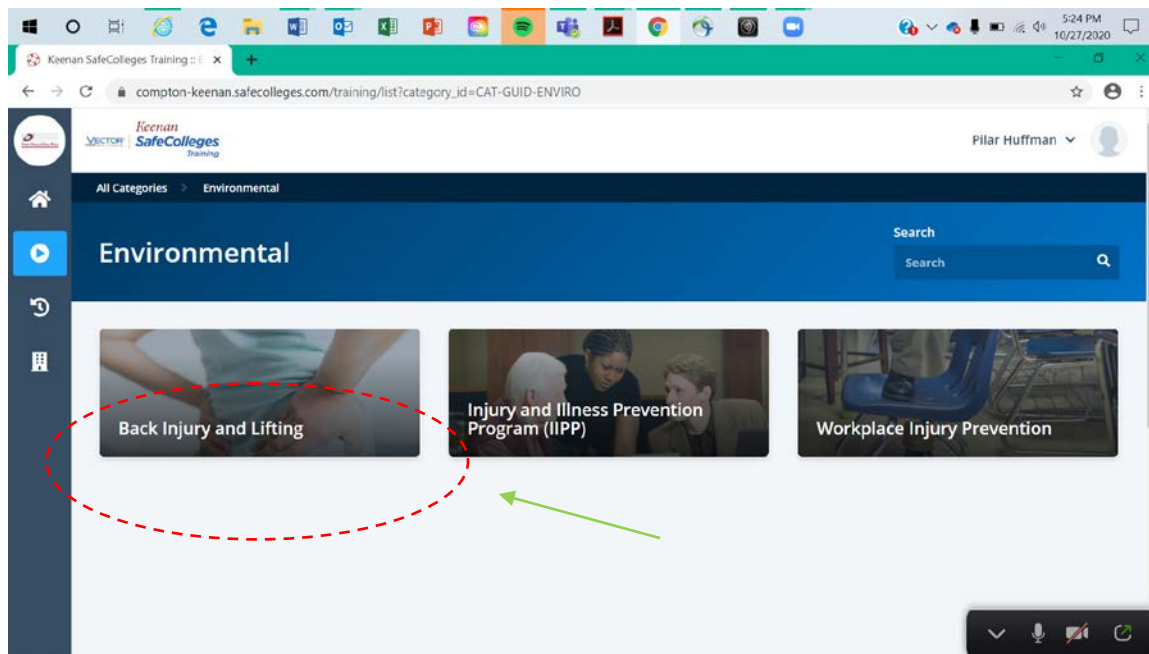
1. Scroll down to **Interested in Extra Training?** (which is located at the bottom of your homepage)
2. Click **View Library**.



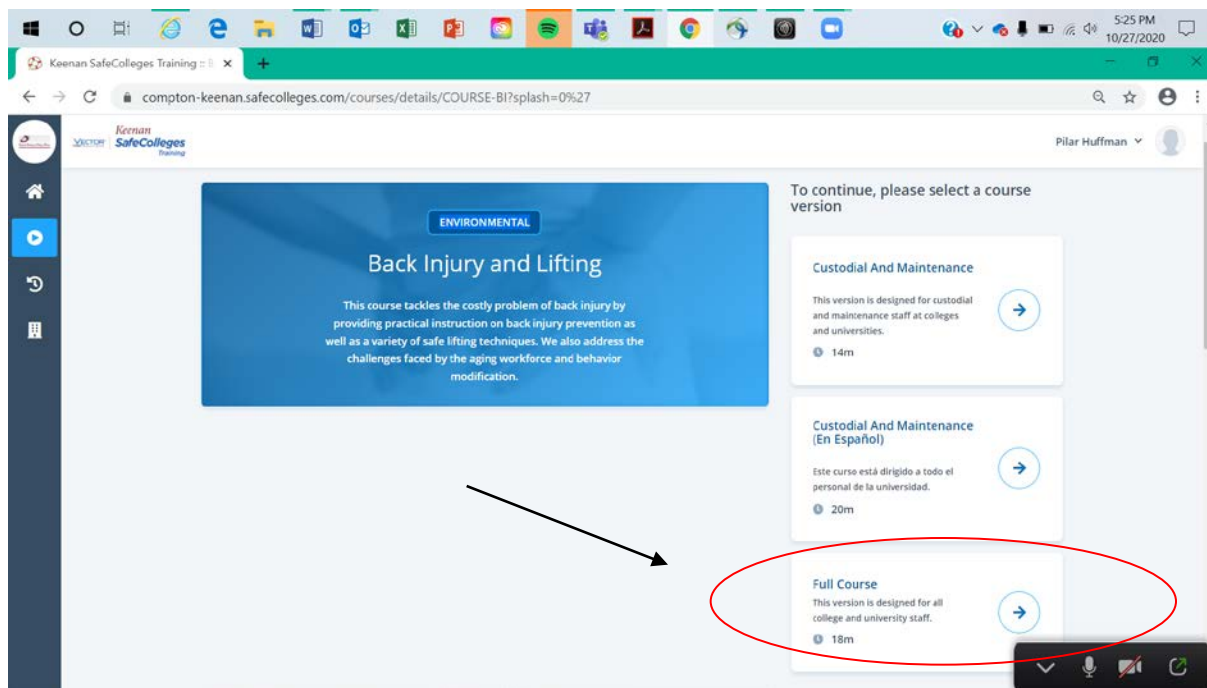
1. Click **Environmental**



1. Select *Back Injury and Lifting*



1. Select *Full Course (18 minutes)* and begin the training.



Watching the Course/Completing the Training

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

Scroll to bottom and accept to continue to the course.

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For information, address:

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Decline ✖ Accept ✔

Browser Security Basics

Full Course

Information Technology 15 Minutes

START COURSE

TABLE OF CONTENTS	DESCRIPTION
1 Introduction 1 Minute Required	7 A large number of cyber attacks target browser activity.
2 Tutorial 12 Minutes Required	8 This course provides all staff members with an overview of browser security and ways to browse the web safely. Topics include: the types of browser threats, the basics of browser security and safe browsing practices.
Final Assessment 2 Minutes Required	9 This version is designed for all staff members.

AUTHORS

4. At the end of the each section, click **Continue Course**, 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.
5. When all sections are complete, you can then take the Assessment. Click on **Take Assessment** or **Start** on the Final Assessment section to begin.

My Assignments

Browser Security Basics

Full Course

Information Technology 15 Minutes

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CONTINUE COURSE

Browser Security Basics

Full Course

Information Technology 15 Minutes

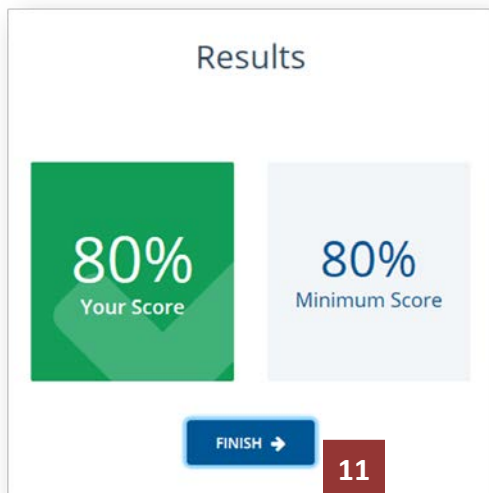
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TAKE ASSESSMENT

6. 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 will be given



- You have now completed the course and can print a certificate of completion if necessary.
- Click on the home button or **My Assignments** to return to your home page to complete more courses.



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