

KPBSD SUBSTITUTE SAFETY TRAINING INSTRUCTIONS

If you are an employee with the KPBSD you will be completing this training via Catalog / Canvas.

You are required to complete the Kenai Peninsula Borough School District's online safety training found on the AMLJIA website. This training should take 60 minutes or less to complete.

Log on to www.firstnetcampus.com/offerings/amljia

- **FIRST TIME USERS**

Click the *New User Registration* button next to *I am a New User*. You will then be asked to:

Select the First Letter of Your Organization.....K

Select Your Entity.....Kenai Peninsula Borough School District

Select Your Department from This List.....All Departments

On the *User Registration* Page, choose a username and password of your choice and complete the remaining steps. Finish the registration process and *Submit Information*. A confirmation will pop up with your username and password. To access training, click *Go to Logon Page*. You will be required to log in with your new username and password. See *Course List Selection for First Time Users* (below).

- **RETURNING USERS**

Please use existing username and password. If you do not remember your password or username, please click the forgot password link and follow the prompts. See *Course List Selection for Returning Users* (below).

COURSE LIST SELECTION

Please complete the **KPBSD SAFETY ORIENTATION TRAINING (Required Annually):**

- **FIRST TIME USERS**

From the *Assigned* section on your Dashboard, click on **KPBSD SAFETY ORIENTATION** to launch the course. Read through the lessons and complete the *Post-Test*. Once you have passed the test, print off your certificate and return to Human Resources.

- **RETURNING USERS**

Upon logging in, select the *Completed* section on your Dashboard to view previously completed courses. Click on **KPBSD SAFETY ORIENTATION** to re-launch the course and complete the training for the current school year. Once you have passed the test, email a copy of your certificate to Kristen Vix at kvix@kpbsd.org.

ADDITIONAL REQUIRED COURSES FOR CUSTODIAL EMPLOYEES (Required Annually):

Returning custodial employees can find these courses under the *Completed* section – just click the title to re-launch the course. If these courses do not appear in your course list, or you are a new custodial employee, these courses can be found by clicking on the *Student Center* tab and searching for them in the *Search* field on the right using the 4 digit course code below. Select the course title and enroll. To access the course, click the *My Training* tab - the course will be listed under the *Assigned* section.

- FP60 - Fire Prevention
- PE60 - Personal Protective Equipment
- RP09 - Respiratory Protection
- AS09 - Asbestos Awareness
- ES60 - Electrical Safety