

UKG's Learning Module Tips For Staff

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[Video Overview For Safe Schools Access](#)

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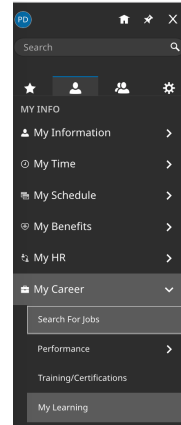
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How to Access The Learning Module

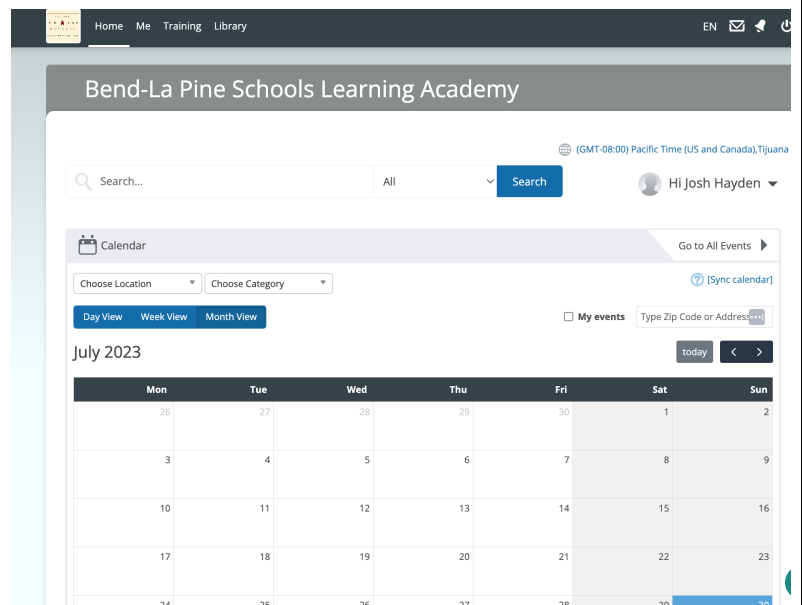
Click  then  then **My Career** then **Learning**



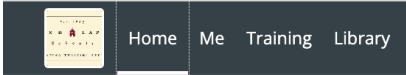
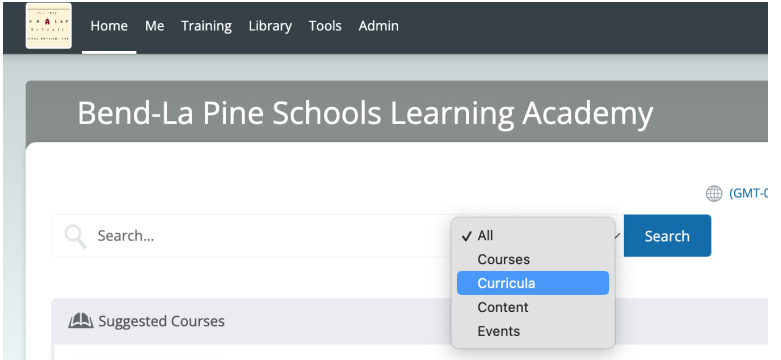
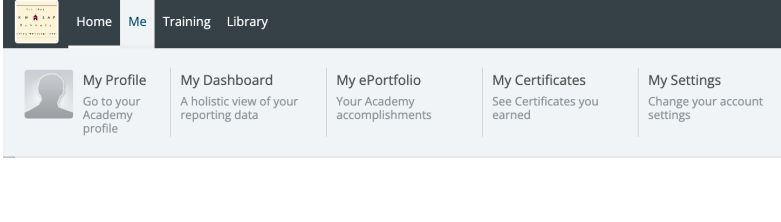
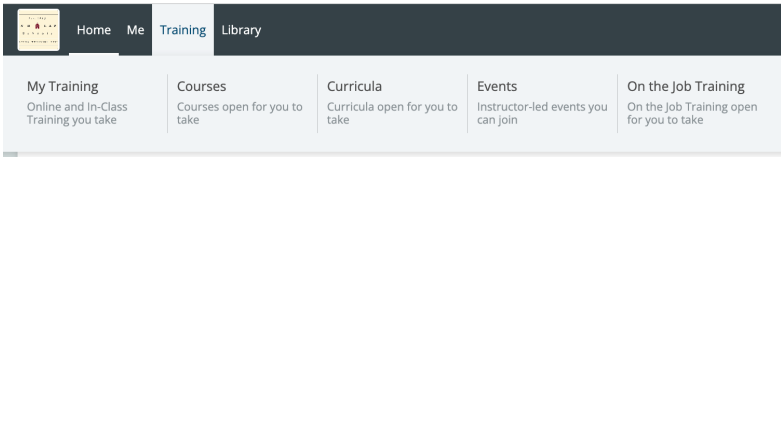
In the upper right hand corner of the next screen, select **Access Learning**

Access Learning

The Learning Module will open



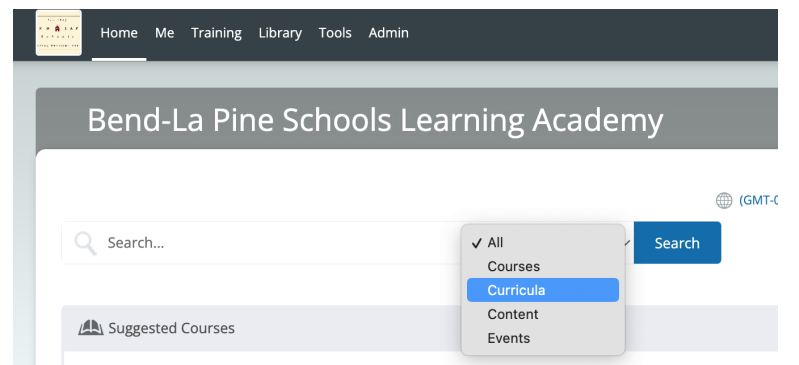
General Navigation

You'll have four tabs that you navigate through	
Home A calendar of available In-Person Events to sign up for Search bar to peruse online trainings available to you (same information can be found within the Training tab)	
Me 1. My Profile 2. My Dashboard 3. My ePortfolio 4. My Certificates of course completions 5. My Settings	
Training 1. My Trainings - What you've signed up 2. Courses - List of all online courses available to you 3. Curricula - List of all online Curricula available to you (<i>Safe Schools can be found here</i>) 4. Events - List of In Person Events available to you 5. On the Job Training (may be used at a later date by different BLS departments)	
Library No content available at time	

How To Access Safe School Trainings

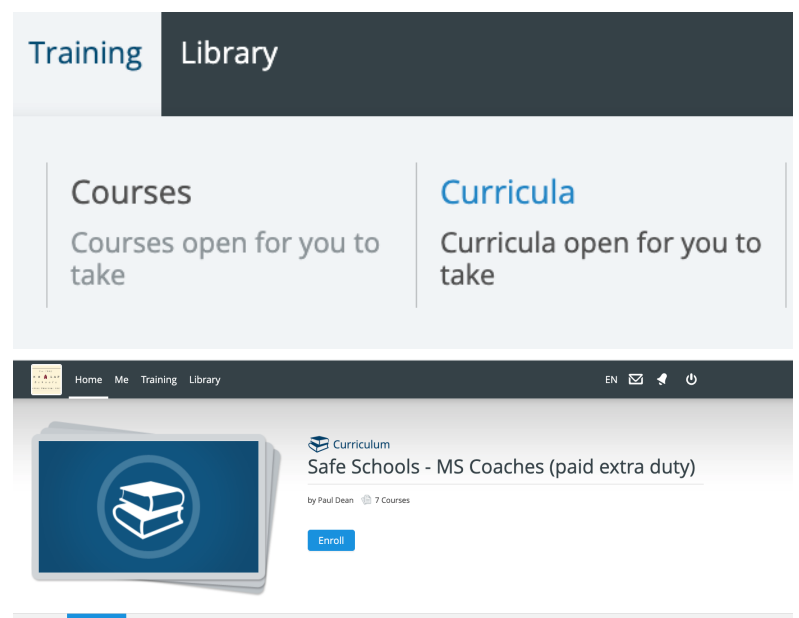
Option 1 - Home Tab

On the search bar, select Curricula and Search and you will be sent to the Training Tab



Option 2 - Training Tab select the Curricula dropdown

Click on the desired training title and then the Enroll button



Verification of Completed Trainings

Option 1 - You will receive an email of the your completion certificate and/or badge.

B

Bend-La Pine Schools Learning Academy
To: Paul Dean
Fri 7/28/2023 4:43 PM



Bend-La Pine Schools Learning Academy
powered by *schoolX*



Hi Paul,

You have been awarded a Certificate for completing the curriculum [Safe Schools - HS Coaches](#) (paid extra duty).

[View your certificates](#)

Thanks,
Bend-La Pine Schools Learning Academy

Option 2 - Go the the **Me** tab, select **My Certificates**

 Home

 Me

 Training

 Library



My Profile
Go to your Academy profile



My Dashboard
A holistic view of your reporting data



My ePortfolio
Your Academy accomplishments



My Certificates
See Certificates you earned



My Settings
Change your account settings

Safe School Training Access For Non-BLS Staff Members

Non BLS Staff (volunteer coaches, interns, athletic trainers) who are required to complete Safe School compliance training must access them through Vector Safe Schools [online portal](#). As you login for the first time or have forgotten your username, you may select Forgot Login (see below)



Then enter your personal email and Continue (see below). A password reset prompt will be sent to your email address.

Username & Password Assistance

Please enter the e-mail address or username associated with your Vector Training, K-12 Edition Training account, then click Continue.



You'll receive a verification email with a link to a page that will provide your username and give you the opportunity to reset your password, if desired.

Enter Email Address or Username

Continue

Back to Login

How To Upload External Certificates Into UKG Learning

Go to UKG Learning>Me>Certificates>External Certificates and then click the Upload External Certificate and follow the prompts to upload your document

For technical help, please email hr-tech@bend.k12.or.us