Federal and/or NY State law requires that all employees complete specific trainings on an annual basis (each school year; 7/1 - 6/30) for safety compliance purposes. Such trainings will be available through Vector Solutions (formerly known as Safe Schools) on or after 7/1 of each year so that you can complete them at your own pace by the respective deadlines.

It is the employee's responsibility to ensure that all training requirements are achieved by the respective deadlines each year. Employees working in the Transportation or Facilities & Operations departments may receive in person training during the summer, specific information will be provided by the Department Directors.

Deadline 9/15	Deadline 10/15
Bloodborne Pathogen *(certain positions only)*	District Board of Education Policy
Hazard Communication	District Safety Management Plan
Harassment/Sexual Harassment	District Ed-Law 2D
Child Abuse Mandated Reporter	Online Safety: What Every Educator Needs To Know
	Password Security Basics

LOGIN INSTRUCTIONS

1. **Login to Vector Solutions**: **https://shenet-ny.safeschools.com/login**

2. **Enter your username.** For login purposes, your username is your unique employee identification number, excluding any preceding zeros (i.e. 01234, then use 1234). Your employee identification number can be found on your direct deposit slip, paystub and/or on www.wincapweb.com under My Employee Demographics - Employee Details, provided you have access to wincapweb.

3. **Complete assigned course(s) listed on the home page.** Select any course by simply clicking on the course title to begin the training. Some of the courses have audio so turn up your speakers to hear the narration. In order to receive full credit, you must complete all sections of the course.

Automated email reminders are issued through Vector Solutions until your trainings have been successfully completed, please do not reply (responses are not seen/reviewed). If you have any questions, please email the Office of Human Resources at HR@shenschools.org. For technical difficulties, please contact 1-800-434-0154.