

## **Instructions for: Required Child Abuse Reporting for Educators Training Course (online)**

1. Log on to: <http://www.getsaftytrained.com/>. If you are a returning user, select the correct employer initial "M" for Mendota Unified and enter the email and password associated with your account. Then skip down to #9 below and continue.
2. NEW USER: On this home page click on "**Are you a New User**" at the bottom of the "User Sign In" box.
3. On the next page: "New User Registration" - Click on the letter "**A**" and use the drop down menu by clicking on the letter "**M**"
4. Then click "**Continue**"
5. Then scroll down and click on "**Mendota Unified School District**", then click "**Submit**".
6. On the following page read the question,
  - If it reads: "Are you sure this is your employer? **Mendota Unified School District?**"
  - Click "**Yes**"
  - Click "No and Start Over" if it reads another School District name
7. Complete the entire "**New Registration Form**" (**use full name to assure records are identifiable**)

### **EMAIL ADDRESS: IF YOU DO NOT HAVE AN EMAIL ADDRESS:**

You must complete the email section in the following manner:

Firstname,lastname,date of birth (all lower case and no spaces)

**Example:** johnjones04/28/1985

### **JOB TITLE: ACCURATELY SELECT THE APPROPRIATE TYPE OF JOB TITLE**

Click on 1 of the 4 Options

- "**Certificated:**" Any position that requires certification/credential (Teacher, Counselor, Administrator)
- "**Classified:**" Positions that do not require certification/credential: Custodians, Cafeteria workers, Bus Drivers, Grounds and Maintenance Workers, Instructional Aides, Clerks, Secretaries, etc.
- "**Certificated Substitute:**" **Substitute** for a certificated employee - (Teacher, Counselor, Admin.)
- "**Classified Substitute:**" **Substitute** for a classified employee - (Custodians, Cafeteria workers, Bus Drivers, Grounds and Maintenance Workers, Instructional Aides, Clerks, Secretaries, etc.)

### **THREE SECURITY QUESTIONS:**

- Select a security question using the drop down menu and provide your answer for each of the three questions.
8. After completing the Registration and Security Page:  
Click on "**Agree**" if you are willing to agree to the terms and conditions set for the in on-line training system.
  9. On the next page called "Personal Training Record"  
Click on "**View all Courses**":
  10. This will take you to a list of training courses assigned to you:  
Click on: [Child Abuse Reporting for Educators](#) - This will take you to your online course.
  11. Follow the instructions throughout the lessons and take the exam at the end.
  12. Once the course is completed and the Exam has been passed, it is recorded into the system and is then reported to Human Resources of your successful completion.