



Vector Training - Website Instructions for Staff

1. How to access Vector (Safe Schools) Training

www.cdaschools.org > Departments > Human Resources > Human Resources Information>**Staff Training-Safe Schools login**

or

<https://www.cdaschools.org/Page/2512>

2. You will be directed to the welcome page with a login box (username). Enter your **first name.last name** as your username._____ (If hired prior to 11/1/19 it may be first initial/last name)
3. Click “Login”
4. The next screen to appear will be the Mandatory Training page with a list of tutorials. *Please note the due dates of 30 days.*
5. To start the tutorial, review the disclaimer, click “agree”; then click a course from the list and complete all “required” sections. Please note it takes a few minutes for the tutorial to load. Upon completion of the quiz you will receive a pass or fail test score.
6. It is not required to view the courses all at once as they are approximately 20-30 minutes in length.
7. You must pass the test to meet the training requirements; you may retake the test if you don’t pass the first time☺. A green check mark next to each “required” section will indicate successful completion. Repeat this process for each individual tutorial.
8. Once you complete the training, the system will send us an email; no further action is required of you☺

The screenshot shows a web browser window displaying the Coeur d'Alene Public Schools website. The navigation menu includes: ABOUT US, WHAT'S NEW, SCHOOL BOARD, DEPARTMENTS, ELEMENTARY, SECONDARY, SAFETY, RESOURCES, CAREERS. The main header features the Coeur d'Alene Public Schools logo and the tagline "INVEST | INSPIRE | INNOVATE". Below the header is a secondary navigation bar with icons for: Schooling, Skyward Access, Calendar, Staff Directory, Online Payments, and Lunch Menus. The main content area shows a breadcrumb trail: Home > Departments > Human Resources > Human Resources Information > Staff Training - Vector (Safe Schools) login. On the left is a sidebar menu for HUMAN RESOURCES with links to Welcome!, Why Coeur d'Alene?, Apply here to Volunteer, Job Opportunities, Job Fair, and Human Resources Information (with sub-links for Calendars, Benefits and Insurance, Leave, and Contracts). The main content area features the Vector Solutions logo and a disclaimer: "The district is required to provide training for various situations that can put an employee or student at risk. The Vector Solutions Training Courses are informative and helpful towards maintaining a safe learning environment. The safety of our staff and students is of utmost importance." Below the disclaimer are links for "Vector Solutions website instructions" and "Vector Solutions Training courses". An "Edit Page" button is visible in the top right corner of the content area.