INTRODUCTION

Iowa City Community School District is fully committed to the health and safety of all faculty, staff, students and visitors. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work, creating positive relationships with the district customers and stakeholders, and preparing students to be responsible citizens and to work safely in the community.

As part of the district’s ongoing program to meet this safety commitment, comply with regulatory requirements, and contain health care costs, all employees must complete certain safety training, when they first start working for the district and periodically thereafter. The courses are available through the new PublicSchoolWORKS online staff training system and can be completed at the convenience of the employees.

Employees will receive email notifications for training required based on their respective employee group. For convenience, the email will contain an Internet link to start training.

ONLINE TRAINING PROCEDURES

1. Login to your Iowa City email account
2. Locate the email from Lyndsee Detra with the subject of “Training – New Enrollment”
3. Click on the link “Click here to start your training”. You will be brought to the PublicSchoolWORKS online learning site.
4. Enter your user name: this will be your last name (.) first name same as your district login and password (last four digits of your social security number)
5. You will be brought to a screen titled: “Your Login Info.” If you do not see the “Your Login Info” screen, follow the directions on the “Login Help” screen. If you have any problems or need further help, call 1-866-724-6650, option 4.
6. You will be brought to a screen titled: “Your Course List.” This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the “Help” button. Please be aware that some course assignments may be not appear until later in the school year based on the District’s training schedule for specific courses.
7. For each course shown, click on “Enter Class.”
8. After you successfully complete each course (and test where applicable), the course will be removed from your course list. You do not need to send course completion certificates to Human Resources. Only print if you prefer to keep a copy for your own records. If you fail a test, you can retake the test until you obtain a passing grade. Your failures will not be shown on your transcript.