



Public School Works Online Learning

Iowa City Community School District



Smarter Solutions. Safer Schools.

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.

From: WORKS [mailto:WORKS-noreply-cr305@publicschoolworks.com]
Sent: Friday, April 11, 2014 2:48 AM
To: John Smith
Subject: Training - New Enrollment

Dear John Smith,

It is time to complete training. Please click on the link below to see the courses in which you are currently enrolled.

[Click here to start your training.](http://www.publicschoolworks.com/Pages/training.asp?di=873&euid=443949&dia=rwu9j) If the link does not work, copy and paste the following address in a browser: <http://www.publicschoolworks.com/Pages/training.asp?di=873&euid=443949&dia=rwu9j> After you log in, click on “Your Course List” and then click on “Enter Class” for each course listed.

If you are a supervisor and this training assignment involves employees under your supervision, please confirm the people you supervise are aware of the training - in case they don't get or read email.

Your Assignments			
The following shows your training assignments based on the account information below. If your account information is not current, you can change it when you log in to start your training. If you do change your account information, your training assignments may change.			
No.	Course Title	Reason	Due Date
M-134	Ohio Ethical Use of Tests	Required	4/14/14

Your Login Information

User Name: enter the first letter of your first name added to your last name (e.g. jsmith for John Smith).
 Password: enter the last 4 digits of your social security number.

Your Account Information

Site: Main Office
 Pri. Occupation:
 Sec. Occupation:
 Dept./Group:

Training is a very important part of your development and our regulatory compliance program. Our online training system allows you to complete training at your own pace at a convenient time.

Thank you.

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.**