

VECTOR SOLUTIONS

Online Training Instructions for 2022/23

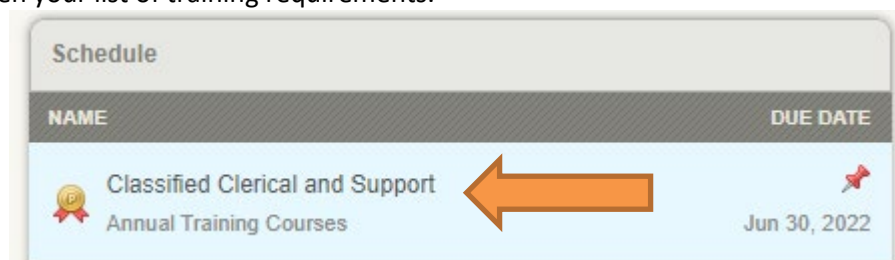
** Annual safety training is assigned each school year from 7/1 to 6/30. **

Please be advised that group training will no longer be available.


“Child Abuse: Mandated Reporter Training for California” is due within 6 weeks of hire/start of the school year.

Staff should do the following:



1. Go to the PSD website (<https://www.palmdalesd.org>)
2. Click on VECTOR SOLUTIONS under **Departments/Risk Management**, then click on VECTOR SOLUTIONS LOGIN – ONLINE TRAINING.
3. You'll be taken to the Vector Solutions sign-in page
4. Type in your username and password. (Your username is your full PSD e-mail address. For new users, your password will be “palmdale”. For existing users, if you do not remember your password use the password recovery link under the password field and follow the steps.)
5. While you are in your account, go to the upper right (black bar) and you will see your name with a drop down arrow, click on the arrow and select 'My Profile'. Click on 'Organization' and update your SITE or DEPT if you are at a new school.
6. Please note that the use of the word ‘credential’ is a term used by Vector Solutions for your training modules. It has NOTHING to do with any teaching or other type of credential.
7. Located in the middle, under the heading “Schedule” on your Home screen, click on the Credential Title (i.e. Classified Clerical & Support, Paraeducator/Special Ed Instructional Assistants Annual Training, Certificated Gen Ed – Annual, etc.), to open your list of training requirements.



8. If you don't see the 'Credential Title', go to the left and click on "My Credential".
9. Once inside the "Credential", look at the "Total Units". This tells you the number of trainings that need to be completed for this year.

Annual Training Courses - Classified Clerical and Support				
Office, Liaisons, Occ Therapists, other classified staff. School Site staff has additional courses. AB 1432 requires Child Abuse Mandated completed within six weeks of hire or the beginning of each work year				
STATUS	NUMBER	TOTAL UNITS	START DATE	EXPIRATION DA
Active		16	Jul 1, 2021	Jun 30, 2022

10. To access your training, scroll down in your Credential page. Click on the down arrow next to each course title and click on the blue book icon to open your online training course.

Avoiding Slips, Trips, & Falls					
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TYPE	TITLE	PROVIDER NAME	NUMBER	APPLIED CREDIT	COMPLETION DATE
	Avoiding Slips, Trips and Falls			1 units	
	Avoiding Slips, Trips, and Falls (EDU)	TargetSolutions		1 units	

11. To view completed training, you can look in the “Completed” section of your credential or click on 'My History' on the left side of the screen. This will show you the completion dates for courses you completed.
12. If you have never logged in or your username is invalid, you may need to be registered. **EMAIL** Risk Management at msbess@palmdalesd.org for assistance.

Please contact Vector Solutions Customer Support at 800-840-8048 if you need additional help.