



Human Resources
P. 916.568.3112
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DATE: January 2024

TO: All New Regular Classified (non-supervisory) and Faculty (Regular/LTT and Adjunct) Employees

FROM: Carrie Bray, Vice Chancellor, Human Resources

RE: Keenan SafeColleges Online Training

Congratulations on your appointment to a position with the Los Rios Community College District. You are joining a team of dedicated professionals committed to serving students and providing the very best learning environment possible.

To ensure an appropriate and professional environment for our students, faculty and staff, all new regular classified (non-supervisory) and faculty (regular/LTT and adjunct) employees are required to complete the following six (6) online training courses within **thirty (30) days** of their start date:

- “Title IX and Sexual Harassment Prevention for Employees (Full Course)” (28 min);
- “Discrimination Awareness in the Workplace” (22 min);
- “New Hire Orientation” (27 min);
- “Sexual Harassment Prevention for Non-Managers (SB 1343) (California)” (60 min);
- “Workplace Bullying: Awareness and Prevention” (20 min); and,
- “Workplace Violence: Awareness and Prevention (Employee)” (20 min).

It is your responsibility to complete the online trainings. Regular Classified employees are to complete these training courses during work hours. Faculty will be paid, at the end of the Spring or Fall semester, following completion of ALL required new hire training courses. We sincerely appreciate you completing these training courses and your efforts to create a professional, safe and harassment-free environment for our students, faculty and staff.

Please note that completion of the sexual harassment training will be required every two years, at which time you will receive notice from the Human Resources department when you are due for renewal.

There are two additional training courses that are highly recommended for you to consider completing: “FERPA: Confidentiality of Records” (17 min) and “Mandated Reporter: Child Abuse and Neglect (California)” (51 minutes). These two approved trainings are not required and can be taken on a voluntary basis.

To access the training courses, please log on to the Keenan SafeColleges website:
<https://losriosccd-keenansafecolleges.com/login>.

If you have any problems logging on or completing the trainings within thirty days of your employment, please contact your Human Resources Specialist:

Regular Classified: (916) 568-3107
Regular/L.T.T. Faculty for last names starting with:
(916) 568-3101 (A-K) | (916) 568-3109 (L-Z) | HR-FTFaculty@losrios.edu
Adjunct Faculty for last names starting with:
(916) 568-3172 (A-G, T-Z) | (916) 568-3148 (H-S) | HR-PTFaculty@losrios.edu

CB:ap
Attachment

Instructions for New Regular Classified (non-supervisory) and Faculty (Regular/LTT and Adjunct) Employees Training

From your work or offsite computer

- Go to Keenan SafeColleges Training website: <https://losriosccd-keenan.safecolleges.com/login>.
- Login to the training site with your username. **Your username is your Los Rios 7 digit employee ID number. Please include all leading zeroes and DO NOT use a “W” as part of your username, example: 0000001.**
- Click on the blue “LOG IN” button.

WELCOME, EXAMPLE EMPLOYEE!

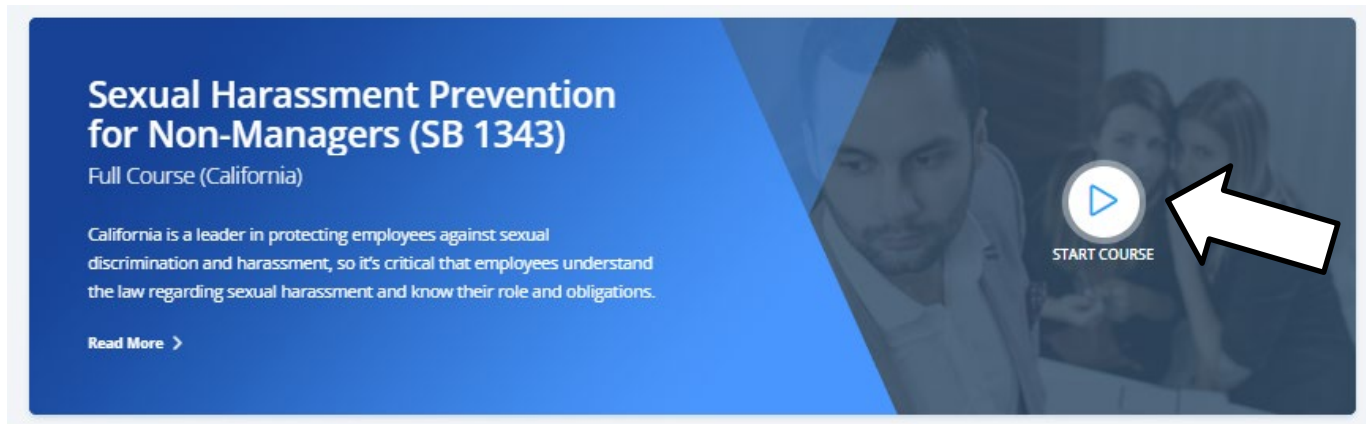
Position: Los Rios Community College District Location: Los Rios Community College District

This isn't me.

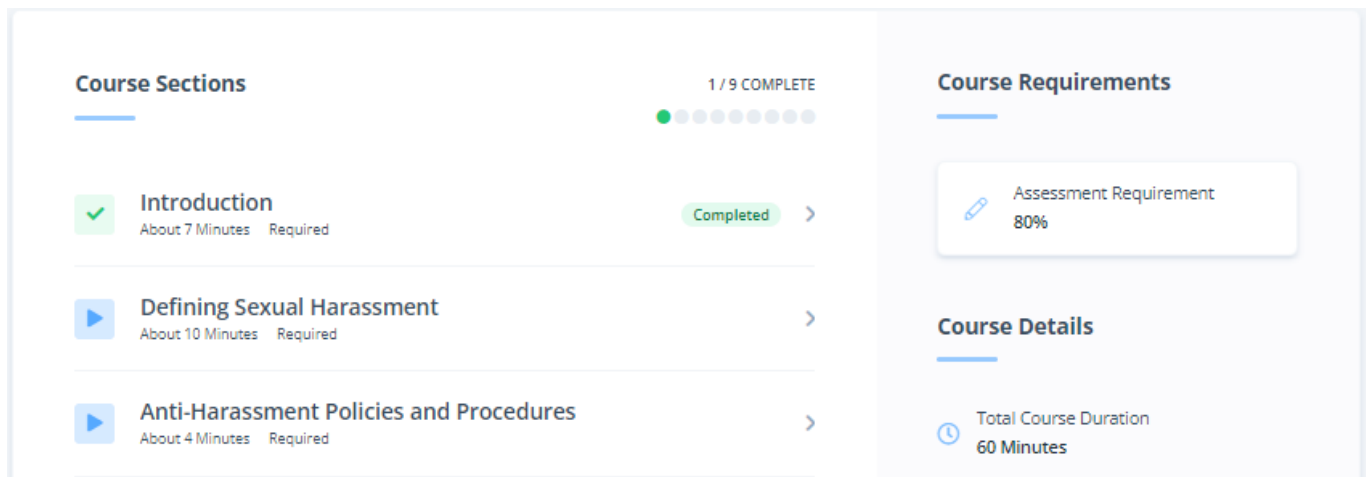
LOG ME IN!

- Click on the “LOG ME IN!” button.
- Under Regular Classified (non-supervisory), Regular/LTT Faculty, and Adjunct Employees – Mandatory Trainings section, select the “Sexual Harassment Prevention for Non-Managers (SB 1343) – Full Course (California) (60 min)” course.

Read the disclaimer information and click “Accept”. Then on the next screen click on “Start Course”.



- A viewing window will open and the training will begin. You must complete each module for successful completion of the training. When you complete a module, the status will update to “Completed”, proceed to the next module.















When you have completed the full course, you will have an option to print a certificate. You may print the certificate for your records; Human Resources will automatically have a record of your completion.

The Sexual Harassment Prevention for Non-Managers (SB 1343) training is required every two years, at which time you will receive notice from the Human Resources department when you are due for renewal.


The following additional courses are **required** for regular classified (non-supervisory) and faculty (regular/LTT and adjunct) to complete. Access the courses in the same manner as the Sexual Harassment training.

- Title IX and Sexual Harassment Prevention for Employees (33 minutes)
- Discrimination Awareness in the Workplace – Full Course (22 minutes)
- New Hire Orientation – Full Course (California) (27 minutes)
- Workplace Bullying: Awareness and Prevention – Full Course (20 minutes)
- Workplace Violence – Full Course (Employee) (20 minutes)

	Discrimination Awareness in the Workplace Full Course Although we've long understood that discrimination and harassment are unlawful in the workplace, it's clear from...	 22 Minutes	Start →
	New Hire Orientation Full Course (California) This course introduces new employees to a variety of workplace safety concepts and practices, including injur...	 27 Minutes	Start →
	Workplace Bullying: Awareness and Prevention Full Course Workplace bullying encompasses degrading and hurtful communication and behavior aimed at one or more...	 20 Minutes	Start →
	Workplace Violence: Awareness and Prevention Full Course (Employee) The goal of this course is to provide employees and supervisors with basic information about awareness and...	 22 Minutes	Start →
	Sexual Harassment Prevention for Non-Managers (SB 1343) Full Course (California) California is a leader in protecting employees against sexual discrimination and harassment, so it's critical tha...	 60 Minutes	Start →
	Title IX and Sexual Harassment Full Course (California) Title IX applies to a variety of topics and can be confusing to some. Although most employees don't need to be leg...	 33 Minutes	Start →

The following courses are highly recommended for all employees to complete. Access the courses in the same manner as the Sexual Harassment training.

- FERPA: Confidentiality of Records – Full Course (17 minutes)
- Mandated Reporter: Child Abuse and Neglect – Full Course (California) (51 minutes)




FERPA: Confidentiality of Records
Full Course

This course addresses training needs relating to student education records. This course covers important legal...

🕒 17 Minutes

[Start →](#)



Mandated Reporter: Child Abuse and Neglect
Full Course (California)

This course provides staff with an overview of law regarding the mandated reporting of child abuse,...

🕒 51 Minutes

[Start →](#)