



VANCOUVER ISLAND WEST  
School District 84

## MEMORANDUM

TO: Employees of School District 84

FROM: Human Resources Department

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RE: **Mandatory Employee Training: Bullying and Harassment**

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All employees of School District 84 are required to complete a Bullying and Harassment Training Course. If you are newly hired, you must complete this course prior to commencing work, and there is no cost to you.

### Accessing the Course:

1. Go to [www.safe23.com](http://www.safe23.com).
2. If this is your first time accessing the online courses, click "Create new account" on the right side of the page. If you already have an account from having taken a previous course, please log in with your username and password.
3. Once logged-in, click the course title "Bullying and Harassment".
4. When prompted for an enrolment key, enter **harmony84**.
5. Once enrolled, read the "Welcome" information then scroll down to begin the units in the course.
6. Complete the course.
7. Upon course completion, you are prompted to generate your certificate and you will also receive an email to confirm your completion.
8. Please forward your completion email/certificate to Annie James, HR Administrator, [ajames@viw.sd84.bc.ca](mailto:ajames@viw.sd84.bc.ca) – or fax to 250-283-7352.

If you have any questions or have any difficulty accessing the course, please contact the Human Resources Department at 250-283-2241.

Thank you!