



MEMORANDUM

TO: Employees of School District 84
FROM: Human Resources Department

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

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

Accessing the Course:

1. Go to www.safe23.com.
2. If this is your first time accessing the online courses, click on "Create New Account" on the right side of the page, under "Login".
3. Fill in your profile information:
 - Create a Username and Password: Please remember them, as they are used every time you log on. Password must be at least six characters long.
 - First and Last Names: Please use your full first and last names; these will appear on your certificate.
 - Email Address: Please be sure your e-mail address is valid. A confirmation e-mail will be sent so you can access the course.
 - City/Town: City/town where you live.
 - Country: Canada.
 - School District: From drop-down menu, choose School District 84.
 - Province: British Columbia.
4. Click "Create my new account". A message will appear telling you that an email has been sent to your email address. Go to your email and open that message.
5. Click on the link in that email message to confirm your new account, or if the link doesn't work, please copy/paste the address into the address bar of your browser. This will confirm your registration and take you back to the course website.
6. Now you are at the screen that lists the Online Courses available. Click on 'Bullying & Harassment' and in the next window, click on the course title (in blue) again. When prompted for an enrollment key, enter **harmony84**. Click 'Enrol me'.
7. You are now in the course. Please read the "Welcome" information if this is your first time here.
8. To access each unit of the course, click on the title of the unit (beside the icon of the book).
9. Turn on the volume on your computer.
10. Please forward your certificate to the Associate Director of Human Resources, amcdowell@viw.sd84.bc.ca – or fax to 250-283-7352.

Bullying & Harassment Awareness Online Training Course

FREQUENTLY ASKED QUESTIONS

Q. I have created my username and password but didn't receive the 'confirmation' email. Why not?

Did you spell your email address correctly? If you aren't sure, try to create a new account again *and be sure to spell your email address correctly*. You will also need to pick a different username than your first try.

You could also create a new account with another email address (ie: Hotmail, Telus, etc). Pick a different username than your first try.

Q. Why are there only a couple of questions in some of the Units but the time limit says I have two hours to do them. Is that right?

Do not panic! There are really **only** two questions in Unit 3, **only** two questions in Unit 4 and **only** four Review questions in Unit 6. That is all.

Do not worry about the time allotted to answer the questions. That is a preset template of the website.

Q. I answered a question wrong and want to change my answer, but the computer won't let me!

If you get a question wrong, do not worry. Just answer the questions, listen to the correct answers, click "Submit and Finish" and continue on to the next Unit. You are not able to change your answers afterwards and you do not need to.

Q. Where do I find the School District's Policy and Regulations on Bullying and Harassment?

Go to www.sd84.bc.ca, click on 'About SD84', 'Policy Manual'. Click on the 'Policy Manual' link and search for Policy D.10, *Respectful Workplace*.

Q. If I am going to report Bullying and Harassment, do I send the report to WorkSafeBC?

No, you report it to your supervisor.

Q. Once I have completed the training, who do I send a copy of my certificate to?

When you complete the course, you will receive an email with your certificate attached. Please forward the certificate to Annie McDowell, Associate Director of Human Resources, amcdowell@viw.sd84.bc.ca.

If you have any technical difficulties, please call the Site Administrator at SD23 at 250-470-3202.

If you have any questions, please contact the SD84 Human Resources Department at 250-283-2241, Local 224. Thank you!