



## VOLUNTEER TRAINING SELF-REGISTRATION INSTRUCTIONS (For Overnight Field Trips) Medford School District

Medford School District (MSD) has elected to use the Vector Solutions Vector Training K-12 program to train volunteers on school-related safety issues. Vector Training offers trainings in all facets of school safety issues, and its compliance management system tracks all training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates. Vector Training courses have been authored by nationally renowned experts, and has been endorsed by a number of school boards and superintendent associations nationwide.

Before you take these trainings, you need to be a <u>current</u> MSD volunteer (This means you filled out the online VIM application, passed the background check and it has not expired. If you are unsure, please contact Rosie Sanchez at the number below.). As an MSD Volunteer, you will then need to register yourself to the system in order to receive your training assignments. Please follow the instructions below:

## Use your registration key: 412ac5dc

Go to Medford School District's Vector Training homepage, <a href="https://parent-or.safeschools.com/">https://parent-or.safeschools.com/</a>, and click "Register" (below the "Login" button). On the next screen you will be prompted to enter the registration key above. Next you will be prompted to enter some basic information, including a username of your choice, which you will use to login to the system moving forward.

Once you log in to the site, you will see a list of courses to complete. To begin a course, click on the title then follow the prompts. To earn a certificate of completion, you must complete all sections of a course and pass the quiz. You do not have to take the Vector Training courses in one sitting, however; if you are called away, the system will remember where you left off and allow you to pick up again at that point.

Your participation will help to make Medford School District a safer place to work and learn! If you have any questions, please contact:

Rocio (Rosie) Sanchez Administrative Assistant, Human Resources Medford School District (541)842-3625 rocio.sanchez@medford.k12.or.us