Instructions for Keenan SafeColleges
Online Training

How to log on to the online training program:

1. Using your web browser, go to:
http://4cd.keenan.safecolleges.com/login

Your **username** is **your portal ID (first letter of your first name, last name and last three digits of your ID number)**.

Example

Employee Name: Jane Doe   Employee ID: 000123

Keenan Username: jdoe123

2. Once you enter your username, the system will verify who you are. If it is correct, click the "Log Me In" button on that page.

3. Start a course by clicking on the course title. The courses have audio so be sure to turn up your speakers. (Please note that there are two courses you must complete.)

4. You must complete each section of the course in order to receive full credit.

If you have any questions, please contact:

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