

Online Training Instructions

Getting started

- Go to www.sdao.com
- Click the “Training” tab
- Scroll down to the Online Training section, and click the “[Click here to enter the SDAO Online Training System](#)” link.

The login screen

- If you are a returning user, type your User Name and Password, then click the “Submit” button followed by the “[Staff Training](#)” link in the upper left corner.
- If this is your first time logging in, scroll down to the “New User” box and select the “[Click here to register](#)” link.

Once all your information has been entered, click the “Create Account” button. Once your account is created, you can login to the system. You will be brought to a screen where you verify your account. Click the “[Click here when correct](#)” button.

Enroll in your desired courses

- Select the “[Click here](#) if you are interested in other available courses” link to view a complete list of available trainings.
- Locate your desired course then click “[Enroll](#)” to the right of the course title.
- To begin training, click the “[Take the Course](#)” link.

Once your training has been completed

- Click the “[Click to Take Test](#)” link in the left margin.
- Once finished, click the “[Your Transcript](#)” link in the left margin.
- On the right side of the screen, click the “[Print Cert](#)” link.

To logout

- When finished, click the “[Logout](#)” link in the top left corner of the screen.

Free Online Risk Management Training



*Partnership with WORKS International
offers more training options and greater
flexibility for SDAO members*

SDAO'S FREE ONLINE RISK MANAGEMENT TRAINING

Partnership with WORKS International offers more training options and greater flexibility for SDAO members

Special Districts Association of Oregon (SDAO) is fully committed to the health and safety of all members. We believe that safety and a healthy environment are important factors in the functioning of the total program, making your district a better place to learn and work, creating positive relationships with your customers and stakeholders.

SDAO has signed an exclusive partnership with WORKS International's (MetroWORKS), a leader in providing online risk management training, to provide our members with free online risk management training.

As part of our ongoing program to meet this safety commitment, comply with regulatory requirements, and contain healthcare costs, SDAO members can complete certain safety and liability trainings through the new MetroWORKS online training system. These courses can be completed at your convenience.

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- Go to www.sdao.com
- Click the "Training" tab



- Scroll down to the Online Training section, and click the "Click here to enter the SDAO Online Training System" link.

[Click here to enter the SDAO Online Training System](#)

The login screen

- If you are a returning user, type your User Name and Password, then click the "Submit" button followed by the "Staff Training" link in the upper left corner.

- If this is your first time logging in, scroll down to the "New User" box and select the "Click here to register" link.

Complete each field on the form, then click the "Create Account" button. You can now login. You will be taken to a screen where you verify your information. Make any necessary changes, then click the "Click here when correct" button.

- You should be taken directly to the Staff Training page. If not, click the "Staff Training" link in the upper left corner.



Enroll in your desired courses

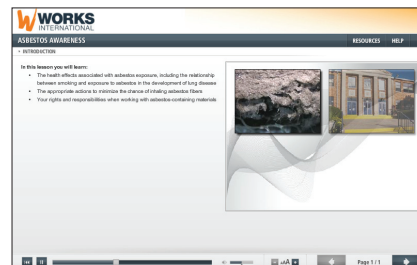
- Select the "Click here if you are interested in other available courses" link to view a list of available trainings.

[Click here if you are interested in other available courses.](#)

- Locate your desired course then click the "Enroll" link to the right of the course title.

Course Title	
Sexual Harassment Employees	Enroll
Sexual Harassment Mangers	Enroll
Violence in the Workplace	Enroll

- Once enrolled, click the "Take the Course" link to begin the training.
- Watch the training. Call 1-866-724-6650, option 4, if you experience a problem completing a course online.



Once you have completed your training

- Click the "Click to Take Test" link in the left margin.
- Once finished, click the "Your Transcript" link in the left margin.
- On the right side of the screen, click the "Print Cert" link.



No.	Course Title	Pre Test Score	Post Test Score	Grade	Notes	Due Date	Grade Date	Rated Min	Req'd Type	Certificate
M-468	Personal Protective Equipment	Resroll	NA	100	P	11/10/11	20	Online	Print Cert	

To logout

- Click the "Logout" link in the top left corner of the screen.



Administrative Rights

A key feature of the online training program is the ability to keep track of who has completed the courses and generate printable transcripts for your district. Instructions for accessing these administrative rights have been mailed to your District Manager and key contact (whose name was provided to SDAO on your district's membership renewal paperwork).

Questions?

If you have questions about SDAO's free online training program, please contact:

- Scott Neufeld**, Director of Risk Management sneufeld@sdao.com
- Luanne Richey**, Member Services Manager lrickey@sdao.com



PO Box 12613 | Salem OR 97309-0613
 Toll-free: 800-285-5461 | Phone: 503-371-8667
 Fax: 503-371-4781
 E-mail: sdao@sdao.com
 Website: www.sdao.com