



Community Unit School District 303

Department of Human Resources

Safety Training Using BRIT TEAM Platform

Safety Training 2017-2018

District 303 Staff:

Every year each staff member is required by Illinois law to complete safety and ethics training on various topics. To complete this training, the District uses an online training service from BRIT TEAM Platform. The service is designed for online training to be completed at your convenience from any computer (not tablet or phone).

Each District employee is required to complete five online training modules this year: **Bloodborne Pathogens, Diabetes Awareness, Ethics & Boundaries for School Employees, Sexual Harassment and Discrimination, and Cultural Competency and Racial Bias (listed as HB3869 in the list of modules)**. In addition, all newly hired employees are also required to complete modules on **Child Abuse, Mandated Reporter requirements, and Bullying**. Each module takes about 20 minutes to complete. All modules must be completed by **Monday, November 27, 2017**.

You are welcome to start the modules now.

In order for a module to show “complete,” you must view the tutorial in its entirety and pass the quiz.

How to log on to the online service:

1. Using a web browser on a computer (not a tablet or phone), go to britteam.com
2. In the menu bar near the top of the page, choose the LOGIN option.
3. Your Username is your full D303 e-mail address: Jane.Doe@d303.org
4. Your Password is your A number in this format: A0001 or A9876. *The A must be capitalized and you must use exactly 4 numerical digits.*
5. The first time you log in, you may need to accept the Acceptable Use Policy.
6. Choose “Online Training” from the menu bar on the left.
7. Your modules are listed on the screen. Choose any one and begin the module. Each module will open in a new window.
8. You can see your progress to completion of the modules from the “Training Report” link in the menu bar on the left. When you complete a module you will be given the option of viewing a certificate in Training Report area. **DO NOT send the certificates to HR—we don’t need them.**

If you have any questions or problems with the online service, contact

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“Empowering and Inspiring ALL”