



## **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
4. You must complete each section of the course in order to receive full credit.
5. CCC faculty: Please send a copy of the certificate to [lkral@contracosta.edu](mailto:lkral@contracosta.edu) to confirm training and to receive PD flex credit of 2.5 hours.

### **If you have any questions regarding the training, please contact:**

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