



Online Employee Training Centre Steps to Easy Access

WELCOME!

The WRDSB **Online Employee Training Centre** offers WRDSB employees easy access to Health and Safety training, information and instruction. The Online Employee Training Centre can be accessed 24 hours/day, 7 days/week at: training.staff.wrdsb.ca

What is needed to access the Online Employee Training Centre?

Employees will need a computer with Windows XP/WIN 7, internet access, Flash Player – Version 10 (minimum), speakers/audio, and a PAL username/password.

To create a PAL profile (if it hasn't been created already), or change your PAL password, please go to:
mypassword.wrdsb.ca

To access the Online Employee Training Centre, go to staff.wrdsb.ca. Enter your PAL username and password. Continue by clicking on the training tab, followed by the Online Employee Training Centre. Complete the log in by following the numbered steps provided below.

To access the Online Employee Training Centre directly, go to training.staff.wrdsb.ca, followed by steps 1, 2, 3, and 4.



Step 1

Enter your PAL username and password to log in and complete the session.

A screenshot of the login interface for the Online Employee Training Centre. It features the Canvas logo and the Waterloo Region District School Board logo on the left. On the right, there is a login form with two input fields labeled "Email" and "Password", and a blue "Login" button below them. The text "ONLINE Employee Training CENTRE" is displayed prominently on the right side of the page.

Step 2

Choose from the list of available courses.

Please note: All employees are **enrolled as a student**.



Step 3

Click on the video link and watch the video to completion.



Step 4

Video Declaration and Quiz:

After viewing the training video, click on the button located below the video (sample below) and follow the instructions.

Do not log out of the system without answering the mandatory question or quiz. This provides confirmation and record that you have viewed the video and completed the course.



Need help?

For inquiries or assistance please log a ticket online at:
itservicedesk.wrdsb.on.ca



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