

## **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.

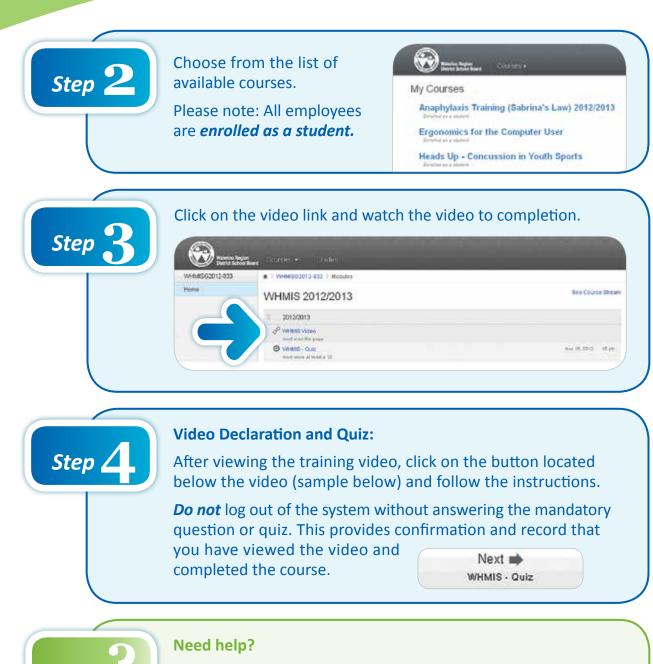
To access the Online Employee Training Centre directly, go to training.staff.wrdsb.ca, followed by steps 1, 2, 3, and 4.

Enter your PAL Step ]

username and password to log in and complete the session.



Employee



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



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