How to Assign a Keenan Training to Your Direct Reports

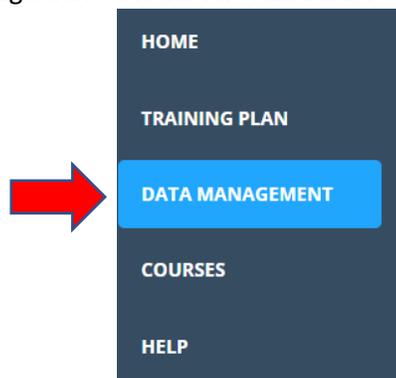1) Login to Keenan website: https://elcamino-keenan.safecolleges.com/login
   Username: Datatel ID # that is found on your work badge
   Password: If you forgot your password select "Forgot login?"
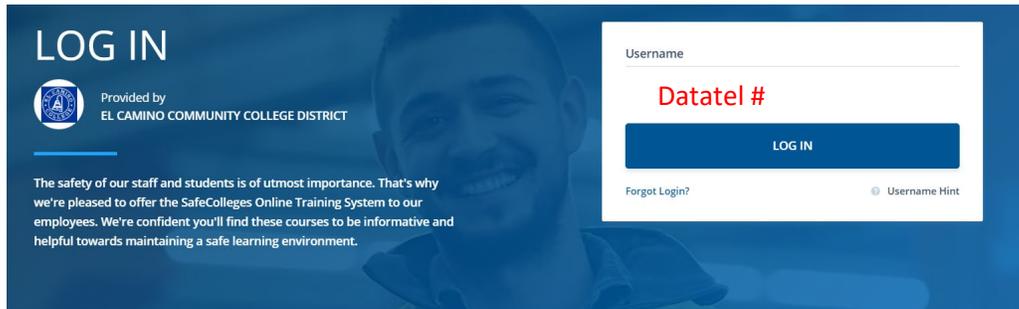
2) Click on the calendar icon found on the left-hand side of the screen. When you hover over the icon, it will state "Admin Area"
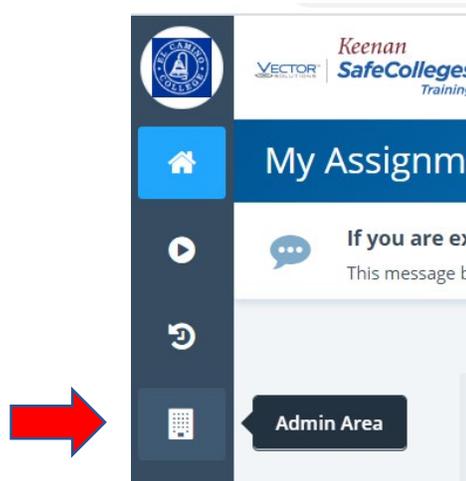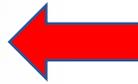

3) Click on "Data Management" on the left-hand side.

4) Select the employee you want to assign a training from the list of employees.
5) Select "Training Plan" on the left-hand side.
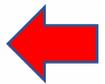
Profile

Training Plan

Course Work History

6) Click on the plus (+) sign next to the date range. Date range is found at the top of the screen.

From Date: 06/30/2020   To Date: 06/30/2020   Merge: ☑ ➕

7) Select "Click to Edit" found under Course.

Course

[Click to Edit]

8) For COVID-19 related courses, select **Health** under "Category."

CATEGORY

Select a Category
Athletics
Emergency Management
Emergency Management - FEMA Trainings
Employment Practices/Supervisory
Environmental
Health
Human Resources
Information Technology
Nutrition Services

9) Select a training under "Course."

COURSE

Coronavirus Awareness
Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings - New
Coronavirus: Cleaning and Disinfecting Your Workplace - New
Coronavirus: Managing Stress and Anxiety - New
Coronavirus: Preparing Your Household
Coronavirus: Reopening Your Organization - New
Coronavirus: Transitioning to a Remote Workforce - New

Complete   **Cancel**

10) Click on the bubble under "Assigned" and select "Complete"

COURSE VERSION

Assigned	Version	Duration
○	Full Course	10

DESCRIPTION

The current coronavirus outbreak, called COVID-19, has dominated the news cycle since late 2019, and it's normal and understandable to feel anxious about the recent spread of this disease. This course is designed

Complete   **Cancel**

11) Fill in the "Effective Date" (the date they can access the training), and "Due Date". Select submit.

Coronavirus Awareness

Effective Date	Due Date	Expire Date	Status
06/30/2020	07/30/2020	09/28/2020	Not Started

Assignment Note

Submit