



How to Register for Mandated Reporter Training

1) Go to the Volunteer Training Portal

Visit: <https://bit.ly/rcsdvolunteertraining>



2) Register for an account

Scroll down to the bottom and click on “Click here to register.”

Returning User Login

User Name

Password Passwords are case sensitive

Login

[Click here](#) to reset your password

New User
[Click here](#) to register

3) Create your account

- **Complete the sign-up** and create your account.
- **Site / Location:** If you have students at multiple sites, please choose one location.
 - Once you complete the training you will be able to volunteer at multiple sites.
- **Primary Occupation:** select “Volunteer.”
- **Secondary Occupation:** most volunteers will not have a secondary occupation, so leave it blank.

Create Account

To create an account, enter your information below.

First Name: e.g. John

Last Name: e.g. Smith

Email Address/Username: Enter your email address.

Site / Location: Choose the location associated with your primary occupation.

Primary Occupation: Choose the category that best fits your primary occupation.

Secondary Occupation: Choose a category if you have a second job with this employer.

Create Your Account

By creating an account, you agree to PublicSchoolWORKS' [Terms of Use and Privacy Policy](#)

4) Click on Staff Training

You will see this screen after registration and any time you log into the platform.

My Safety Portal Tuesday JUNE 16

Staff Training (circled in red)

Safety Document Library Inactive

Staff Accident Management Inactive

Hazard & Near-Miss Reporting Inactive

Staff Conduct Reporting Inactive

Chemical Safety Hotline Inactive

Chemical SDS Binder Inactive

Compliance Task Management Inactive

Vehicle Accident Management Inactive

EZmaint Inactive

Student Bullying Reporting Inactive

Student Safety Reporting Inactive

Student Accident Management Inactive

Student Behavior Management Inactive

ITAssist Inactive



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5) Verify Your Information

You will see this screen after registration and any time you log into the platform.

6) Take the Course

- Click “Start” to begin the course.
- You may pause at anytime and return to the course.
- The course should take roughly 35 minutes.

Volunteers will automatically be enrolled into the course “Child Abuse and Neglect Reporting — Training for Volunteers in California.”

7) Save Your Certificate

Once completed, download your certificate and keep it for your records. Please share it with your school’s front office to complete the application.



Questions? Email volunteers@rcsdk8.org
or ask your Front Office for assistance.