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Annual Mandated Topics Online **Training via "Target Solutions"**
Account Creation Instructions

Every school year, all teachers, classified employees, substitutes, tutors, coaches, advisors, IE (band, clubs, school activities) and temporary hourly employees of any kind AND volunteers (if volunteers overseeing/working with students), must complete four mandated training topic modules entitled Sexual Harassment EDU, Child Abuse – Mandated Reporter, Workplace Diversity EDU, and Youth Suicide Awareness and Prevention EDU .

This training may be done via *any computer with internet access* at the district's training platform "TARGET SOLUTIONS" AT <http://targetsolutions.com/avuhsd>. This must be done within 2 weeks of starting for new employees. General information may be found at www.avdistrict.org/TargetSolutions.

If you are new to the district, you must send an email to CHRIS JARRETT, cjarrett@avhsd.org OR to the technician in the Personnel Department handling your packet at the AVUHS District Administrative Offices and put in the email "Requesting Online Training Account". You'll need to include with the email:

- Your Full Name (include any suffix such as Jr/Sr./II/III if applicable)
- Your Email Address
- Your Title. IE: "Teacher", "Custodian", "Volunteer Coach", "Activities Club Advisor", "Band Volunteer", "Football Coach", "Substitute Teacher", "Substitute Aide/Paraeducator", etc.

You must have a valid email address in order to activate your online training account. *It cannot be an email address already held by any user in the training system – you cannot share one email address with another trainee or another district.* You may set-up our own free email account from any number of online providers such as Google Gmail, MSN Hotmail, AOL, Yahoo, etc. You'll need to keep the email account active in order to repeat the training every school year.

You are hereby advised to take care of this important annual training as outlined in this notice! You will not receive any further letters or reminders.

Thank you for your service to the schools and completion of this important training!

Brett Neal,

Assistant Superintendent Personnel Services

Antelope Valley Union High School District

