May 2020

Dear GISD Employee,

All GISD employees are required to complete specific trainings by state law or as part of our risk management practices based on statutes and policies. **It is your responsibility to complete these courses by the first day of school**. These courses are now open to meet the 2020-2021 requirement. Professional staff should complete these on their own time. Hourly employees will be provided time as part of their regular work schedule. Please consult your director or administrator.

To support you in completing compliance trainings, Georgetown ISD utilizes Eduhero, an online, interactive, on-demand professional learning system. Eduhero provides access to mandatory compliance trainings for all district employees. These courses can be taken anywhere Internet is available, and carry actual CPE credits. You may also access any of the other courses offered through the Eduhero system. Optional courses include Gmail and Google Calendar. Most courses are 45 to 60 minutes in length.

Please be aware that some courses will not load properly on an iPad. We recommend you use the Chrome browser on a desktop or laptop computer for optimal viewing.

Getting started: Login to your existing account or follow the directions below to create one:

1. **Register:**
   - Go to www.eduhero.net or click here
     - To register, you must use your **district email address.**

2. **Verify:**
   - You will receive an email from Eduhero at your GISD email address. **Open that email and click the link to verify your account.**

3. **Learn:**
   - Once you have created and verified your account, login and find the section titled **My Plans**.

   - Click on the plan that best matches your job description. Click **View All** to see the list of plans.

   - Although everything listed in your plan is required, you may have already completed training on this topic. You are only required to complete the on-line courses that you have not been trained on already. (There must be documentation to support your completion of the training.)

   - Please note: During your initial login you are required to select your campus and password retrieval question, all other options may be skipped.   For campus, choose "Central Office" if you are not on any of the district campuses.

   - Course progress, district plans, and certificates are under the **Learning** tab.

If you have questions, please refer to the FAQ section below.

Frequently Asked Questions:

- **How do I begin a course?** Click the **Launch** button next to the course title.

- **Do I have to take the courses in order?** No, you may take them in any order you like.

- **Will I have to start over if I get interrupted and cannot complete a course?** No, you will be able to continue the course where you left off. Eduhero keeps track of where you were for you.

- **What if I have already been trained on a topic?** Many of the courses listed are required annually. If they are part of the plan specific to your role, then you are required to complete the course.

- **Do I need to print my certificate?** No. District and campus site managers will be able to run reports to see who has completed each required course.

- **What if I need a course that is not listed for my job description?** Any additional duties or program requirements will be arranged by your program director.

- **Can I take other courses that interest me?** Absolutely! Feel free to take any of the other courses Eduhero has to offer.

If you are experiencing technical difficulty, please refer to the online Eduhero Help. If you continue to experience problems, please enter an Eduphoria HelpDesk request, call the Technology Help Desk at extension 5005, or email Terri Conrad, Chief Strategist of Learning at conradt@georgetownisd.org or Joycelyn Lawson, Administrative Assistant for Chief Strategist of Learning at lawsonj@georgetownisd.org.