

Accessing Target Solutions Trainings

1) [Click here to access the website](#)

2) Once the site opens, please enter in your username and password.

Username: your @jeffersonunion.net email account*

ex) dlujan@jeffersonunion.net

***Note, if you do not have a @jeffersonunion.net email account, your username is the personal email address you shared with the Human Resources Department at the time you were hired.**

Password: JUH5DT3MP

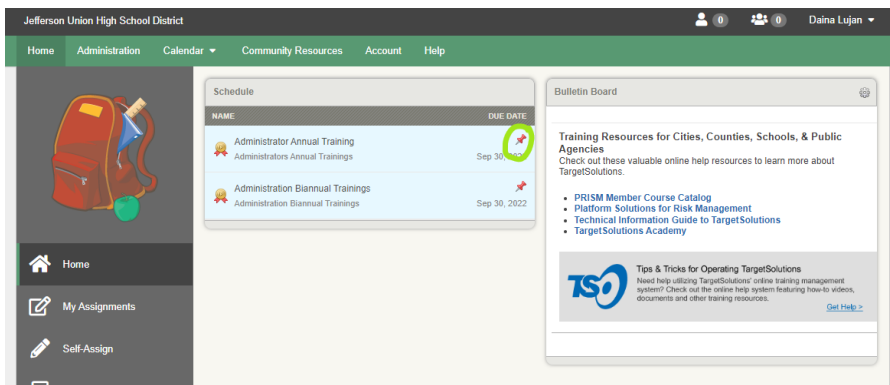
3) If it is your first time accessing Target Solutions, you be will asked to create security questions.

Accessing the Trainings

There are two different ways to access the trainings, which include from the Dashboard and from the “My Credentials Tab.”

From the Dashboard

1) The dashboard below shows that the user has been assigned two groups of trainings. Both groups of trainings will need to be completed before the assigned due date. Click on the pin to access the courses in each group.



- 2) The next screen shows how many trainings have been assigned and the little arrow circled below is a toggle that will open and close the assigned trainings. To access a training, click on the title of the training and the training will open.

The screenshot shows the 'ADMINISTRATOR ANNUAL TRAINING' page. At the top, there is a navigation bar with 'Home', 'Administration', 'Calendar', 'Community Resources', 'Account', and 'Help'. On the left is a sidebar with icons for 'Home', 'My Assignments', 'Self-Assign', 'My History', 'My Credentials', 'My Events', 'File Center', and 'Forum'. The main content area has a header 'ADMINISTRATOR ANNUAL TRAINING' and a sub-header 'My Credentials > View Credential: Administrator Annual Training'. Below this is a progress bar for 'Administrators Annual Trainings - Administrator Annual Training' at 0%. A table shows the status of the training: 'Active', 'NUMBER: 3', 'TOTAL UNITS: 3', 'START DATE: Jul 1, 2022', and 'EXPIRATION DATE: Sep 30, 2022'. There is a search bar and filter tabs for 'All', 'Completed', and 'Training That Applies'. Below the filters, another progress bar shows '0 of 3' and '0%'. A table lists the assigned trainings:

TYPE	TITLE	PROVIDER NAME	NUMBER	APPLIED CREDIT	COMPLETION DATE
	Bloodborne Pathogens		1	unit	
	Child Abuse: Mandated Reporter Training for California (EDU)	Vector Solutions	1	unit	
	Recognizing and Preventing Youth Suicide (EDU)	Vector Solutions	1	unit	

- 3) Users will need to complete all trainings in both of their pinned bank of assignments on their dashboard.

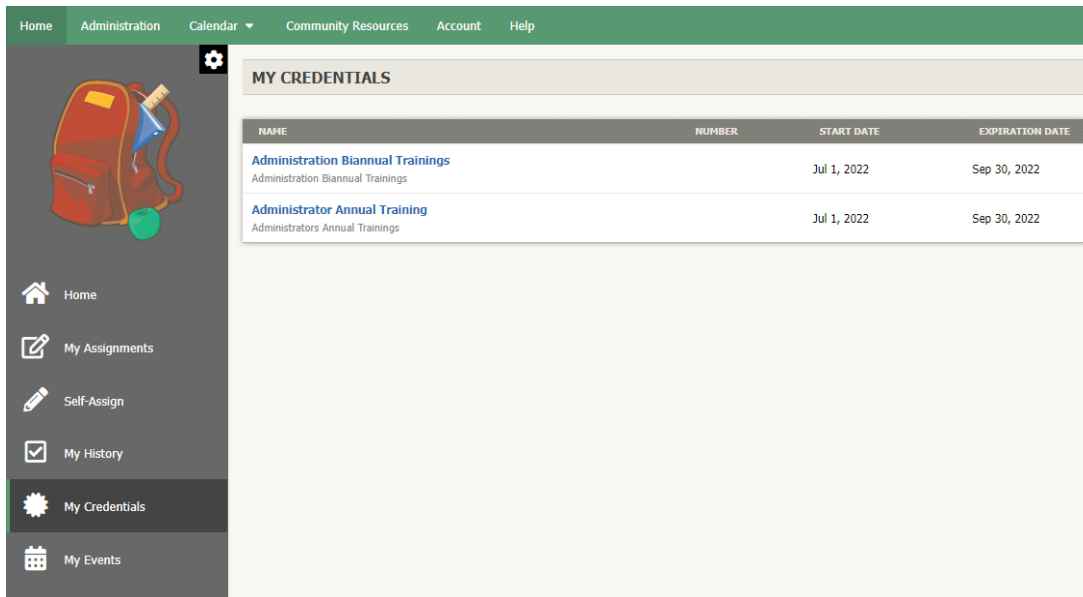
From the My Credentials Tab

- 1) From your dashboard, select "My Credentials" on the left bar.

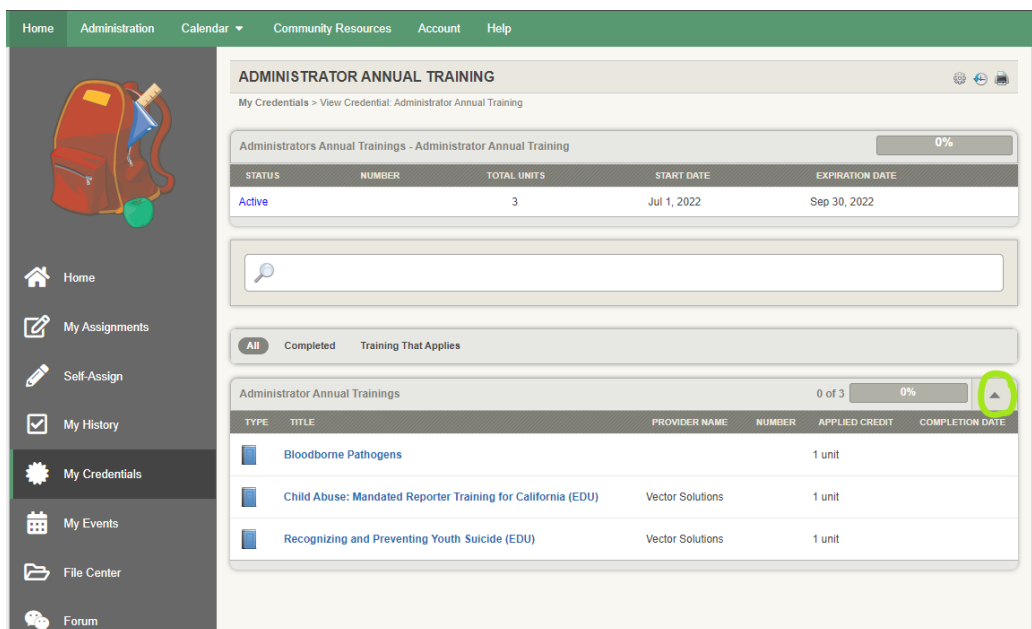
The screenshot shows the dashboard with the 'My Credentials' tab selected in the left sidebar. The main content area displays a 'Schedule' section with a table of upcoming trainings:

NAME	DUE DATE
Administrator Annual Training Administrators Annual Trainings	Sep 30, 2022
Administration Biannual Trainings Administration Biannual Trainings	Sep 30, 2022

- 2) The “My Credentials Dashboard” below shows that the user has been assigned two groups of courses, annual trainings and biannual trainings, labeled with blue titles. Both groups of trainings will need to be completed before the assigned due date. Click on the blue title of one of the groups of trainings to open the courses in that group.



- 3) The next screen shows how many courses have been assigned and the little arrow circled below is a toggle that will open and close the assigned trainings. To access a training, click on the title of the training and the training will open.



- 4) Users will need to complete all trainings in both of their groups of courses on the “My Credentials” Dashboard.

Common Problems and Solutions

1) Username/Password invalid

Ensure that you are using your @jeffersonunion.net email. If you don't have a JUHSD email, please use the personal email provided with your hiring paperwork. If you are unsure what email was used, please complete the help request form at https://app.informedk12.com/link_campaigns/target-solutions-troubleshooting?token=B MkjuQC5onVEToxXKk1FA8mB.

If you have a Target Solutions account with another district, and are unable to access our trainings, please complete the help request form at https://app.informedk12.com/link_campaigns/target-solutions-troubleshooting?token=B MkjuQC5onVEToxXKk1FA8mB.

2) Trainings won't open

Please make sure that you have disabled your pop-up blocker. Some of the trainings do not open as a pop up and others do.

If you have any questions, please contact Stephanie Tejada at stejada@jeffersonunion.net.