**SafeColleges Training – How to log in**
**Revised 5/21/2020**

1. Visit the training website: https://wittenberg-oh.safecolleges.com/login.

2. Click "forgot login" and follow the prompts, using your Wittenberg email address to reset your password.

3. You will be directed to a page that asks for your email address; enter your full Wittenberg email address and click "Continue."

## Username & Password Assistance

Please enter the e-mail address or username associated with your SafeColleges Training account, then click Continue.

You'll receive a verification email with a link to a page that will provide your username and give you the opportunity to reset your password, if desired.

**Enter Email Address or Username**

[                              ]

[ **Continue** ]

**Back to Login**

4. You will receive an email with a link that includes your username and a link to reset your password. After following the link, you will return to a page that also shows your username and information to set your personal password.
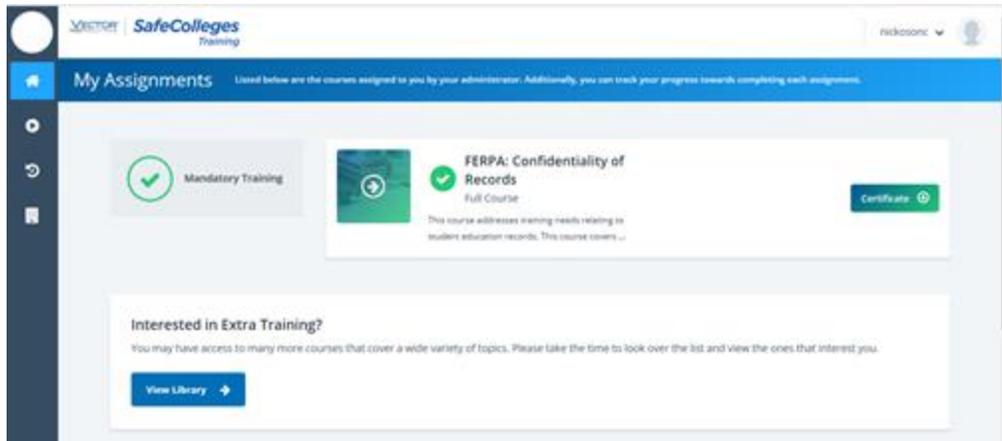
## Password Reset

Welcome ▆▆▆▆▆▆▆
Your username is ▆▆▆▆▆▆

If you do not wish to reset your password go to **login**.

New Password        [                    ]

Confirm Your Password   [                    ]

[ Continue ]

5. Once logged in, your main page will show any courses assigned to you and the course status (complete or incomplete).

6. When courses are assigned, the employee will automatically receive weekly emails until the training is completed. Emails will be sent from "SafeColleges Admin."