



## LOGIN INSTRUCTIONS TO ACCESS NATIONAL SAFETY COUNCIL'S DEFENSIVE DRIVING COURSE

### Required for all Employees Who Drive for College Business Once Every Four Years – Read All Directions Below

San Juan College offers employees an online version of Defensive Driving. The directions to access the website and fulfill the requirements are given below. You will register on the website below (do not register for the online version through the CLC).

If you would prefer a face-to-face class, San Juan College offers it through the Community Learning Center (CLC). Call Melanie Lewis (3461) for information about this option and the next scheduled classes.

The online course will take you approximately 4 hours, longer or shorter depending on you. You can exit out of the course and come back to where you left off, rather than completing it in one sitting, in the online version.

### New Students – if you have not registered yet.

1. Go to [www.safetyserve.com/sanjuancollege](http://www.safetyserve.com/sanjuancollege)
2. Click on the **New Student** button.
3. Click on [Click here for New Student Registration](#)
4. Type in **sjcddc2** as your Access Code and click **Submit**.
5. You will be presented with a Registration page. Type in your information, including a Login ID and a Password of your choice, and click on **Submit**.  
*(Please note – you will receive a confirming email reminding you of the user name and password you created for access to the site at a later date. You should only register as a New Student one time.)*
6. On the My Place page, click on **Safety**.
7. Then on the My Courses Page, click on **NSC Defensive Driving II** to begin the course.

### Returning Students – when you have started the course.

1. Go to [www.safetyserve.com/sanjuancollege](http://www.safetyserve.com/sanjuancollege)
2. Click on the **Returning Student** button.
3. Type in your Login ID and your Password, created by you during registration, and click on **Login**.
4. On the My Place page, click on **Safety**.
5. Then on the My Courses Page, click on **NSC Defensive Driving II** to begin the course.

If you have any difficulty with the registration or specific questions, please contact Lynn Onken (3278).

**When you have completed the course, follow the Guidelines for Registering Your Certificate below.**

**Guidelines for Completion of Defensive Driving Requirement**

1. You will receive a certificate approximately one week from completion of your course that proves you have taken this course, from the Organizational Development Office (certificates are printed once a week). Directions for completing the requirement will be included.
2. **Take or send a copy** of this certificate to Clara Archuleta in the Human Resources office area as soon as possible, once you have received the certificate from the Organizational Development office. **Keep the original certificate** with your records and verify Clara has received the copy of your certificate.

\* **NOTE:** YOU WILL NOT RECEIVE REIMBURSEMENT FOR TRAVEL UNTIL ALL REQUIREMENTS ARE MET.

3. Go to Clara's office and bring or fill out a form that Clara has which allows her to check your driving record.
4. Take a copy of your driver's license with you for Clara's records. These records are used only for verification.

When you request reimbursement for college business travel, you will need to have completed this requirement prior to the request. Allow at least two weeks prior to request to complete the process.

Thank you for your assistance in completing this process that is required for the College's insurance purposes!

Questions: Call Clara Archuleta at 566-3454