

## Accessing Vector Teachpoint Trainings

1247 November 5, 2024 [TeachPoint](#) 81

If your page had an orange theme than you are in the older portal. This still works and you should see the training modules HR listed below.

The newer interface should be a white/blue theme like this. While it's not necessary to use, it is the one we're moving forward with so please keep that in mind.

To access this [You can access your individual Vector account here](#) (login with your LPS email and password if prompted). Please note the following about support and troubleshooting: (or you can also go to LPS Website -> Employees -> Microsoft Office 365 Apps Staff -> Teachpoint Training)

- Contact your Supervisor if you need support accessing a computer or technology to view and complete the trainings.
- Contact the LPS Help Desk ([lps.helpdesk@lawrence.k12.ma.us](mailto:lps.helpdesk@lawrence.k12.ma.us) or ext. 25368) with any issues logging into your Vector account, or if the mandatory trainings do not appear under your “My Assignments” tab. Please take a screenshot if you're able too.
- If you have had a name change since joining LPS, you may need to contact Help Desk to merge the two accounts so that all mandatory trainings appear correctly.
- For any other questions please contact Yolanda Fonseca, Director of Human Resources, at [Yolanda.Fonseca@lawrence.k12.ma.us](mailto:Yolanda.Fonseca@lawrence.k12.ma.us).

Below, please find the complete list of recently added trainings and estimated completion times, each of which staff should see in their Vector account with a “Due” date of 2024-12-02: (Note anything that says past due that you might've taken on the Orange themed site, do not redo the test. We're working with support to see if they can merge/sync the orange and blue/white theme.)

- **Mandatory Staff Trainings** (120 minutes estimated total):
  - LPS Equal Educational Opportunities Act Policy (2 minutes)
  - LPS Non-Discrimination Policy (2 minutes)
  - Americans with Disabilities Act Overview (25 minutes)
  - Title IX Compliance Overview (46 minutes)
  - Discrimination Awareness in the Workplace (22 minutes)
  - HIPPA Overview (16 minutes)
  - LPS Drug-Free Schools Policy (2 minutes)
  - LPS Tobacco-Free Schools Policy (2 minutes)
  - LPS Mandatory Fire Reporting (2 minutes)
  - LPS Crisis and Medical Emergency Response Plans (2 minutes)

Thank you for taking the time to access and complete these trainings promptly (the sooner the better!). In addition to being required for our legal compliance as educational employees and a school district, they help build and sustain safe, successful school and work settings for everyone.

Please note that while trainings must be completed by December 2, the videos will be accessible until June 30, 2025 for anyone who wants or needs to review them.

-For Help Desk

If there is a name merge, request previous name and email [support.education@vectorsolutions.com](mailto:support.education@vectorsolutions.com) and

cc [Emily.martin@vectorsolutions.com](mailto:Emily.martin@vectorsolutions.com)

Online URL: <https://kb.lawrence.k12.ma.us/article.php?id=1247>