

Using Employee Safe For Staff Training

The format is different than we have used in the past, but the courses cover the same content that has been required by the state for years. You will find this more convenient because you can login from any computer that has Internet access – home, school, etc. **Your login is your email user name (i.e., RollerT) and the pass code is the last 4 digits of your SSN.**

First Login:

Upon logging in for the first time, you will register your position and department. This is what determines which courses will be assigned (i.e., 7-12 staff have different training requirements than Pre-School staff). Once registered, courses you are required to take will be assigned by the system and you will be notified by email. The link to training is on our 'Staff Resource' page. To go directly there, type the following url into your browser:

<http://www.publicschoolworks.com/Pages/training.asp?di=345&euid=134324&dia=9n1ir>

The link will take you to the EmployeeSafe home page. Click on the words 'Safety Training' to get the login window.

When the login screen appears, login as described above. This will bring up the 'Login Info' window. This is where you register your occupation, work site, and department. Also, verify that your name and email are correct.

Complete the registration information. This is important because the system determines your training requirements based on your registration information.

Notice that 'Department' registration is by grade level for teachers and building administrators.

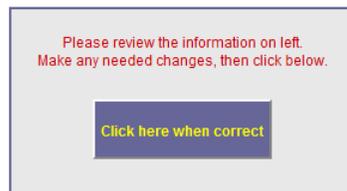
**Secondary occupation is only required if you hold a second job in the District, i.e., cafeteria worker and bus driver.*

Once the registration information is entered, click the 'Click here when correct' button.

You should be taken to a screen with your list of courses. Click the 'Enter Class' link of a course to begin. Once you have completed the course successfully, it will disappear from your list of courses. You may return to complete or retake any course as needed until it is passed.

Please notice the 'Info' link at the right side of each course listed. Click it to get the course outline, glossary, etc.

For technical assistance with the site, logging in, etc., call 1-866-724-6650 for live help. After business hours, you may leave a message. You will be contacted by support staff within a day.



YOUR LOGIN INFO	
Click here if you're not Timothy Roller	
Name:	First: Timothy Optional (you can edit)
	Last: Roller Master
User Name:	troller rollert
Password:	•••• ••••
Email Address:	rollert@salem.k12.oh.us
Primary Occupation:	Administrator (Central Office / Other)
Secondary Occupation:	---- please select (if applicable) ----
Primary Work Site:	Central Office
Department:	Certified - Administrator (Central Office)