

SELF-REGISTRATION INSTRUCTIONS – Howard County Volunteers

Howard County Public Schools has elected to use the SafeSchools online safety training program to train professional staff, support staff, and even district volunteers on school-related safety issues. SafeSchools offers trainings in all facets of school safety issues, and its compliance management system tracks all the training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates. SafeSchools courses have been authored by nationally renowned experts, and has been endorsed by a number of school boards and superintendent associations nationwide.

As a district volunteer, you will need to register yourself to the system in order to take your optional trainings. There are two ways to do this.

Use your registration key: 27c7832a

Go to the **Howard County Volunteers SafeSchools homepage**, <http://hcpssvolunteers.md.safeschools.com/> and click “Register” (below the “Login” button). On the next screen you will be prompted to enter the registration key above. Next you will be prompted to enter some basic information, including a username of your choice, which you will use to login to the system moving forward.

Once you login to the site, you will see a list of courses assigned to you, and the date on which they are due. To begin a course, click on the title then follow the prompts. To earn a certificate of completion, you must complete all sections of a course and pass the quiz. You do not have to take SafeSchools courses in one sitting, however; if you are called away, the system will remember where you left off and allow you to pick up again at that point.

Your participation will help to make Howard County Public Schools a safer place to work and learn! If you have any questions, please contact:

Safe to School/Scenario Learning

800.434.0154

513.366.4074 (fax)

www.SafeSchools.com

AFTER YOU LOG IN, SELECT THE TAB THAT SAYS: VIEW MORE COURSES, THEN SELECT:

Child Abuse

Bullying prevention

Bloodborne Pathogens-Support staff