



## Safety Training Courses by SafeSchools

### Instructions for SafeSchools Online Safety Training

Hello Staff!

We're pleased to offer a new way of delivering a lot of the safety training that we're required to complete each year. With SafeSchools, you'll be able to do the training on the internet at your convenience. Group Training is also available.

### How to log on to the online training program:

1. Using your web browser, go to the web page <http://raleigh.wv.safeschools.com>. (No "www" is necessary.) A link is also available on the District's web page at [http://www.edline.net/pages/Raleigh\\_CSD](http://www.edline.net/pages/Raleigh_CSD).
2. To access your assigned training, enter your username, which follows the following format: ***Your Username will be your Employee Identification Number.*** EXAMPLE: **974123456**
3. Your assigned course or courses will be listed on your personal SafeSchools home page under "Mandatory Training."
4. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you complete the course.

If you have any questions or problems with the site, please contact:

**Jennifer Colvin**  
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**Thank you and have a safe year!**