



Alma Public School District
Safety Training Courses by SafeSchools

Instructions for SafeSchools.Com Online Safety Training

Hello **Alma Public Schools** 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 - even from the comfort of your own home or you can make arrangements with your supervisor to use a school computer.

How to log on to the online training program:

1. Using your web browser, go to the web page <http://alma.mi.safeschools.com>. (No "www" is necessary.) Example: <http://michigan.mi.safeschools.com>
2. To access your assigned training, enter your username, which follows the following format: **first initial, last name, all lower case**.
EXAMPLE: **John School would be jschool**
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 DO NOT have to print out your certification once you complete the course. Alma Public Schools will be notified of your completion.

ALL EMPLOYEES of Alma Public Schools must complete assigned trainings by **OCTOBER 31, 2013**. Copies of the following manuals are located at each building/site.

- Bloodborne Pathogens Exposure Control Plan
- Right-To-Know Hazard Communications Program
- FERPA: Confidentiality of Records

NEW EMPLOYEES must also complete a "Hepatitis B Antibody Screening and Vaccination Record or Declination Statement" which will be kept on file at the Central Office. To obtain a copy of this form or if you have any questions or problems with the site, please contact:

Vickie Eversole
(989) 466-7527
vaversole@almaschools.net

Thanks - and have a safe year!