



Instructions for SafeSchools Online Safety Training

Much of the training that we're required to complete this year is available online for all staff. Follow these simple steps below to complete your safety training requirements:

How to log on to the online training program:

1. Using your web browser, go to the web page <http://logancs.wv.safeschools.com> (No "www" is necessary and it's the same site we have used the past two years).
2. To access your assigned training, enter your username, which follows the following format: **Employee ID#**
EXAMPLE: **945001234**
3. 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:
Lisa Teeters at mteeters@k12.wv.us / 304-792-2062 or Teresa Dingess 304-792-2050

Required Courses for 2019-2020 School Year

Each Professional and Service Logan County employee will be asked to complete 7 hours of on-line Professional Development by January 10, 2020. Professional and Service employees who have completed the assigned courses will not report to work on February 3, 2020. Those who have not completed the courses will report to a designated location on February 3rd to complete them.

Courses will be available beginning July 1, so that employees may work on or complete courses before the school year begins if they so desire.

THE FOLLOWING TWO COURSES MUST BE COMPLETED BY AUGUST 12, 2019:

- FERPA (14 minutes)
- Homeless Students: Awareness & Understanding (23 minutes)

Thank you - and have a safe year!