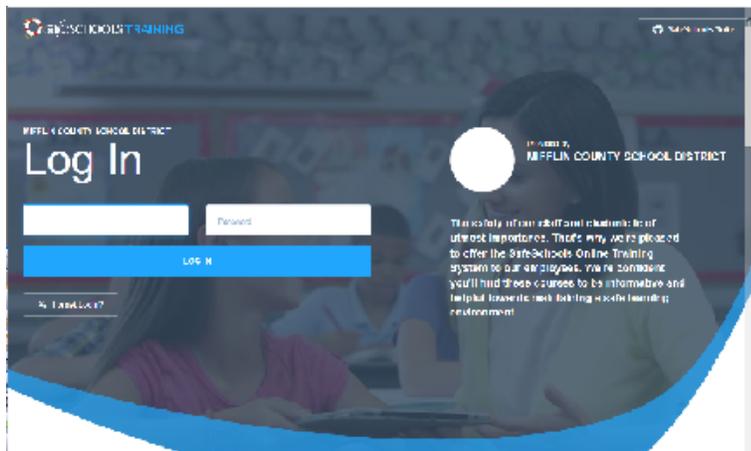


## Logging onto the SafeSchools Training Site

- Open a web browser such as Internet Explorer or Google Chrome
- Type the URL path <http://www.mcsdk12.org/>
- Click on the STAFF link, then click SafeSchools
- Faculty and Staff members of MCSD, type your MCSD email address (ie. sos25@mcsdk12.org) and password
- Click the LOG IN button



## Navigating the SafeSchools Site -

- **Home** - will show the mandatory or suggested training assignments that are currently active.  
Note: Mandatory Training must be completed by the listed due date. Suggested Training is optional.

### Mandatory Training

Course	Due	Time	Status
 PA Act 126 - Part 1: Child Abuse and Mandatory Reporting ((1 of 2))	Friday, August 17, 2018 ( 276 days remaining )	60 minutes	Not Started

### Suggested Training

Course	Time	Status
 Conflict Management: Staff-to-Staff (Full Course)	20 minutes	Not Started

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 successfully complete the course.

- **Extra Training** – Will list courses that are available. These courses are not mandatory until assigned to your personal SafeSchools Training home page. However, you are welcome to voluntarily view any training that is listed.
- **Training History** – In the top right corner, click the down\_arrow next to your email address, then click TRAINING HISTORY. This will show the training that you have participated in and completed.
- **Logout** – In the top right corner, click the down\_arrow next to your email address, then click LOGOUT.