# Instructions for SafeSchools.Com Online Training

How to log on to the online training program:

1. Using your web browser, go to the web page
   http://chippewavalleyschools.mi.safeschools.com.  (No "www" is
   necessary.)

2. To access your assigned training, enter your username, which follows
   the following format:  first initial and last name (no spaces, lower
   case).  EXAMPLE:  David Smith would be dsmith.

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.  Please print out a Certificate
   of Completion once you complete each course.

If you have any questions or problems with the site, please contact the
Human Resource Department at (586) 723-2090.

Thank you.