



Instructions for SafeSchools Online Safety Training

This year's safety training has been greatly simplified. Much of the training that we are 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 worcester.md.safeschools.com (no "www" is necessary.)
2. To access your assigned training, enter your username. Your username is your employee number. Your employee number can be found on your pay stub or direct deposit stub. Employee numbers now have a leading letter and one to three zeros. Examples: E010003, E001234, E000555.
3. Under "Mandatory Training" your assigned course or courses will be listed on your personal SafeSchools home page.
4. Select any course assigned to you 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 Certificate of Completion once you complete the course. You **DO NOT** need to turn it in to Human Resources as SafeSchools will track all course completions.
5. After you complete the Anaphylaxis/EpiPen course, please see your school nurse so that you can receive the hands-on training. Central Office staff see Debbie Powell or Judy Daye for the hands on training.

**If you have any questions or problems with the site, please contact:
Debbie Powell at 410-632-5089.**

**Thanks
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Have a safe year!**