



Date: January 2, 2019

To: WISD Staff

From: Cassandra D. Harmon-Higgins, Esq.
Executive Director, Human Resources and Legal Services

Re: Mandatory Safety Training Courses

The WISD offers safety training online through SafeSchools. Below are the instructions on how to use the online training program:

1. Using your web browser, go to the web page <http://www.wash.mi.safeschools.com/login>.
2. To access your assigned training, enter your username; this is the same username as your computer login (first name initial and last name) and password: last five characters of username
3. Your assigned courses are listed on your personal SafeSchools home page under "Mandatory Training".
4. Select any course by clicking on the name of the course. The courses have audio, so turn up the volume if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. Make sure you wait until the screen indicates that the course has been successfully completed or you will have to redo it.
5. There is no need to print out the Certification of Completion, but you may if you'd like your certificate included in your personnel file. (Forward a copy to the Human Resources Office)

If you need additional information or experience problems logging in, please contact Human Resources (Becky Mullins, HR Supervisor) at ext. 1314.

cc: Scott Menzel, Superintendent
Cherie Vannatter, Assistant Superintendent of Achievement and Student Services
Jennifer Parrelly, Supervisor High Point School
File