

Substitute Annual Safe School Training

The District selected SafeSchools online programs to train employees on a range of state and federal mandated topics. SafeSchools courses have been authored by nationally renowned experts, and have been endorsed by a number of school boards and superintendent associations nationwide.

To access the District's trainings programs, please click on the link below:

<http://4j.or.safeschools.com>

If you have not registered already for SafeSchools please follow the below instructions.

PLEASE READ THE FOLLOWING INSTRUCTIONS BEFORE CLICKING ON THE LINK ABOVE

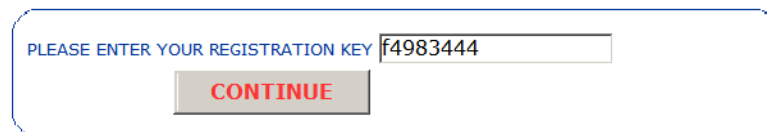
As a substitute who requires safety training, you will need to register yourself to the system in order to receive your active assignments. To do so, please follow the instructions directly following:

Use your registration key: (Note the different Registration Key)

Substitutes (certified and classified): f4983444


Go to Eugene's SafeSchools homepage, <http://4j.or.safeschools.com>, click "Register" (below the "Login" button).

On the next screen you will be prompted to enter the registration key above.



A screenshot of a web form for entering a registration key. The form has a blue border and contains the text "PLEASE ENTER YOUR REGISTRATION KEY" followed by a text input field containing "f4983444". Below the input field is a grey button with the word "CONTINUE" in red capital letters.

Next you will be prompted to enter some basic information, including a username of your choice, which you will use to login to the system moving forward to see your assigned courses.



A screenshot of a web form for entering registration information. The form has a blue border and contains the text "PLEASE ENTER THE FOLLOWING INFORMATION". It includes several input fields: "YOUR FIRST NAME" with "Jane", "YOUR LAST NAME" with "Doe", "YOUR NEW USER NAME" with "doej" and a green checkmark and the word "Available" to its right, "OPTIONAL YOUR E-MAIL ADDRESS" with "doej@hotmail.com", and "CONFIRM YOUR E-MAIL ADDRESS" with "doej@hotmail.com". At the bottom is a grey button with the word "REGISTER" in red capital letters.

Once you login to the site, you will see a list of courses assigned to you, and the date on which they are due. To begin a course, click on the title then follow the prompts. To earn a certificate of completion, you must complete all sections of a course and pass the quiz. You do not have to take SafeSchools courses in one sitting, however; if you are called away, the system will remember where you left off and allow you to pick up again at that point.

Your participation will help to make Eugene School District 4J a safer place to work and learn! If you have any questions, please contact the **Risk Administrator** at **(541) 790-7672**.