

# Safe Schools Safety Training Directions

The Asotin-Anatone School District, in conjunction with the ESD 123 offers an online safety training program called Safe Schools. This format will allow you to take the required safety training at your own pace from school or at home. Your training is monitored by the district office for completion.

Your Safe Schools user name is:

- The first initial of you first name and full last name

Example: Jane Smith would be: jsmith

Please use the following instructions to access the Safe Schools website for training. Once you have completed and passed your safety training, you will be issued a certificate of completion. You **DO NOT** need to print this for our office; however you may like it for your personal records. The district office is automatically notified once you have completed and passed your safety training.

*\*\*Asotin School District will honor any Safe Schools Training that is completed in the current year from the Clarkston School District. **The classes must be the same and completed within the 2016-17 school year calendar.** For credit please print your Certificate of Completion and bring this into the Asotin School District so your account can be updated. Accounts are not updated without this certification.*

In addition to Safe Schools Online training, you may be required to have additional work place training. If this training is needed, you will be contacted by the supervisor.

## To access the Safe School Training

- Log onto our district website at [www.aasd.wednet.edu](http://www.aasd.wednet.edu).
- From the homepage click on the **Resources** tab.
- Under the drop down menu, select **Employee Resource Center**.
- From the **Employee Resource Center** select the **Safety Training** on the left side of the screen.



Employee Resource Center

Welcome

+ Employee Benefits

Safety Training

Employee Email

Staff/Teacher Skyward Access

AEA



Click on the **Safe Schools Icon** above to access the Safe Schools Training area.

For information on completing your safety training, please click on the link below for detailed instructions.

- [Safe Schools Training Information](#)

If you have any questions, please contact the district office at 509-243-1100 for more information.

- Once you have entered the Safety Training area, click on the **SAFE SCHOOLS** icon.

You will be redirected to the Safety Training areas for school substitutes and staff. Enter your username and select a class from your list of mandatory classes to begin.

If you have any questions, please contact the district office at 509-243-1100.

All trainings must be completed by October 7, 2016.