

# Staff Access to the SafeSchools Site

You will be able to access the SafeSchool site by going to the district webpage and selecting Safe Schools

**QUICK LINKS**

COMMUNITY    STUDENTS    PARENTS    **STAFF**

Nearly 5,000 teachers and staff are part of Des Moines Public Schools. This section provides a series of links to support your work for Iowa's largest provider of public education.

- Benefitfocus
- Curriculum Resources
- Employee Absence
- Forgot Your Password
- **Safe Schools**
- Substitutes Center
- Business Plus Dashboard
- DMPS IT Blueprint
- Employee E-mail
- Healthy U
- KITE Project
- SRI Assessments
- Resource Center
- Central Stores Catalog
- @DMPS (SharePoint)
- Employee Online
- Infinite Campus
- NOVAtime Time System
- SMI Assessments
- TheShop@DMPS

**safeSCHOOLS**  
TRAINING

The #1 provider of online staff training and compliance for schools.

Safety News    MSDS    Alert    LOGIN

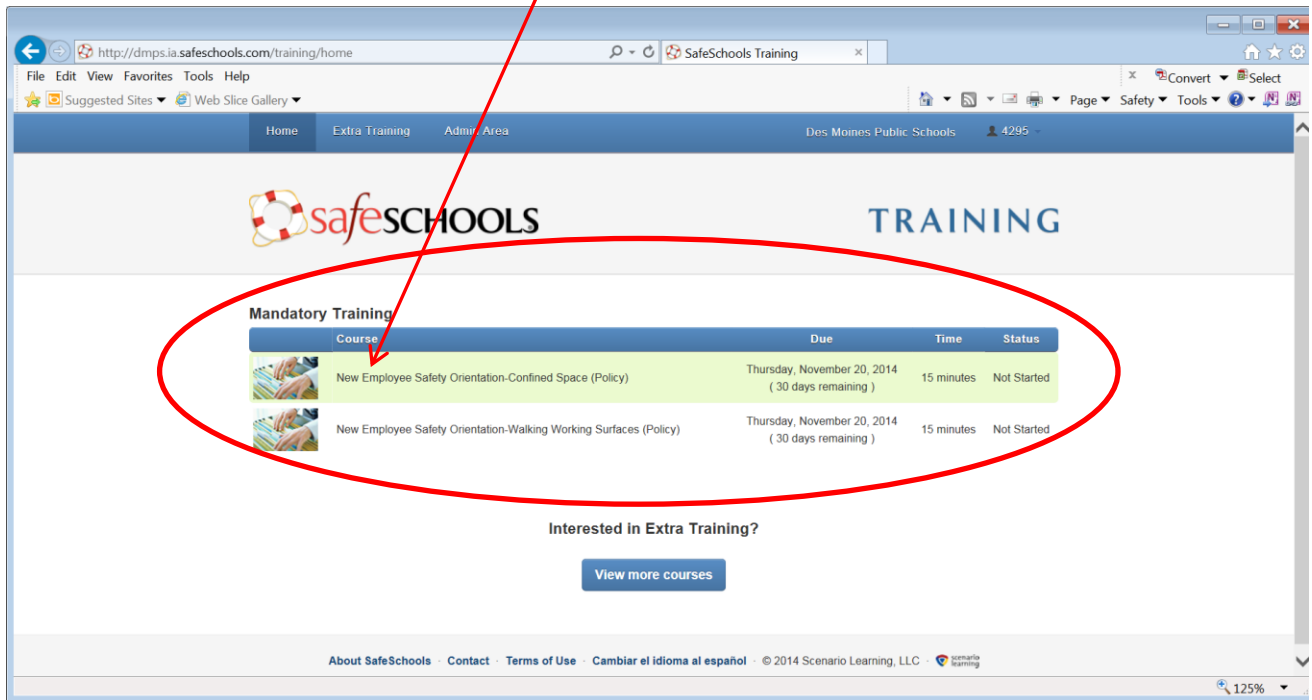
**Des Moines Public Schools**

Username  
Password

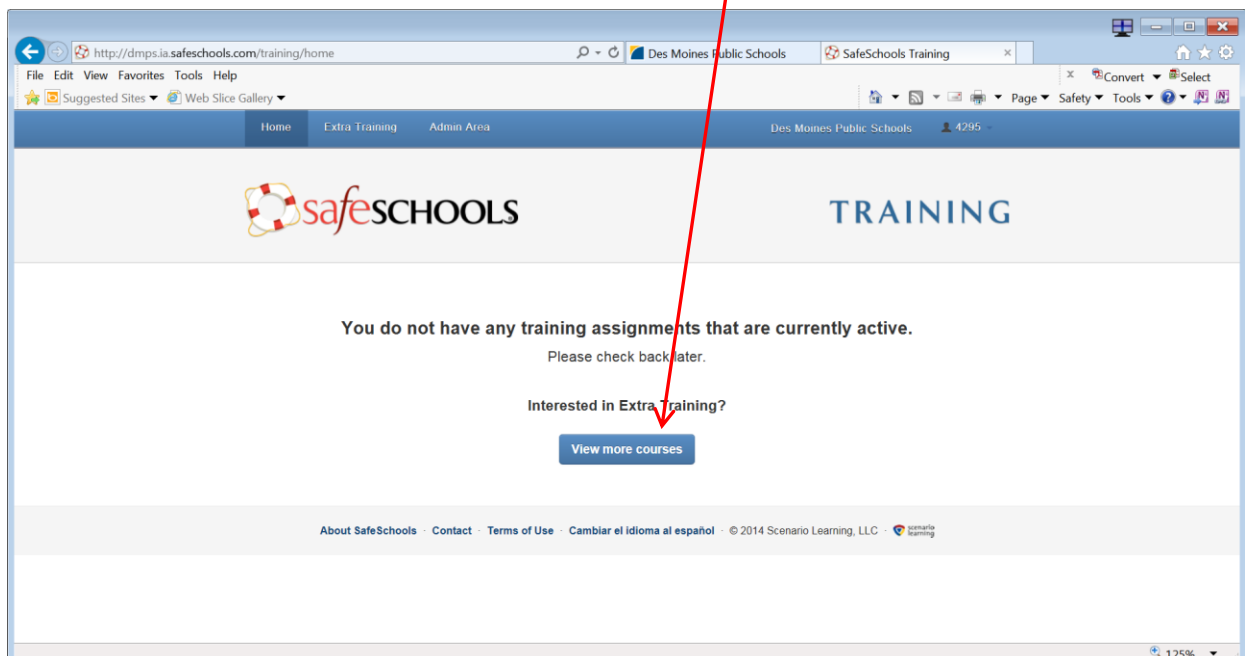
**Sign in**    Username Hint  
Forgot Login

(1) Enter your full email address as your Username. Enter the same password you use to login to your computer as your password. Click the "Sign In" button.  
*(This is a change from last year.)*

(2) You will see a screen similar to this one. If you have courses to complete, they will be listed in the middle of the page. Simply Click on the Course you wish to take at this time.



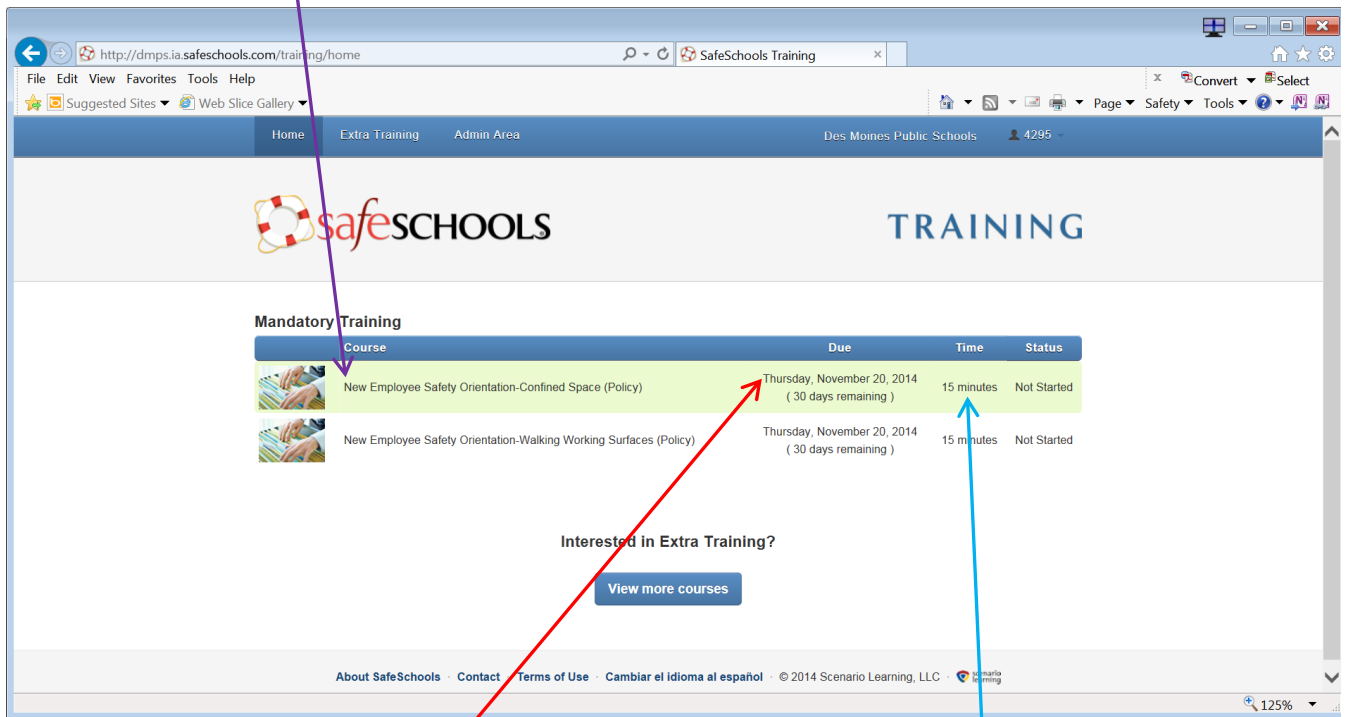
(3) If you do not have any mandatory training courses assigned, you will see a page which looks similar to the one below. If you are interested in completing some extra training and would like to see a complete listing of courses available, click on the “View more courses” button.



# STEPS TO COMPLETE A MANDATORY TRAINING COURSE

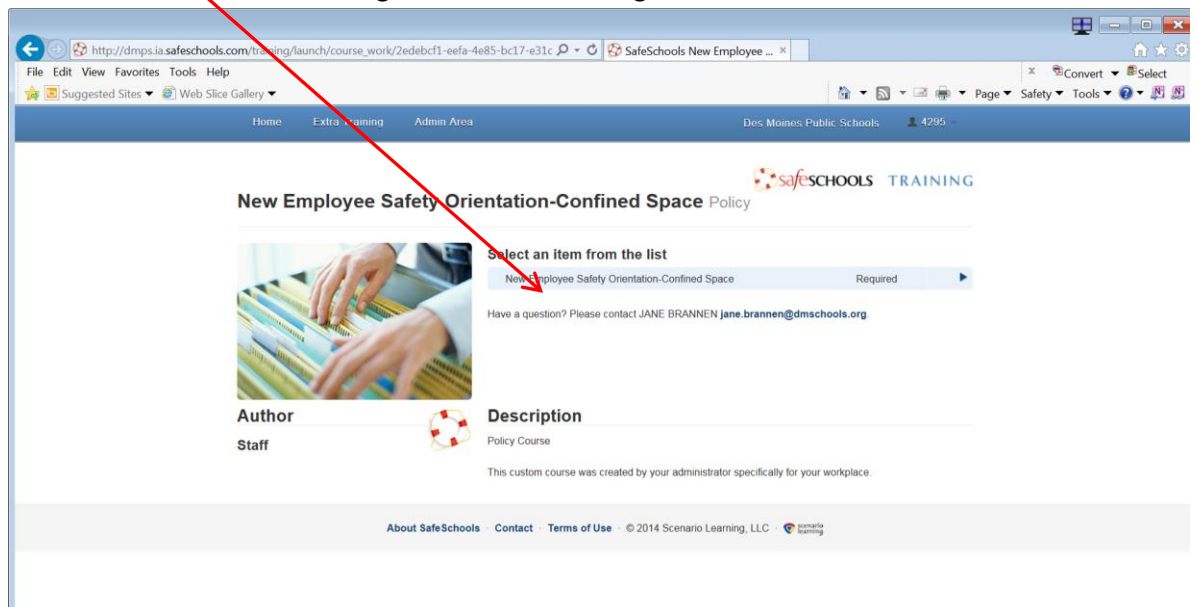
Okay – let's walk through the steps to take when completing a Mandatory Training Course:

- (1) Click on the course you would like to take.

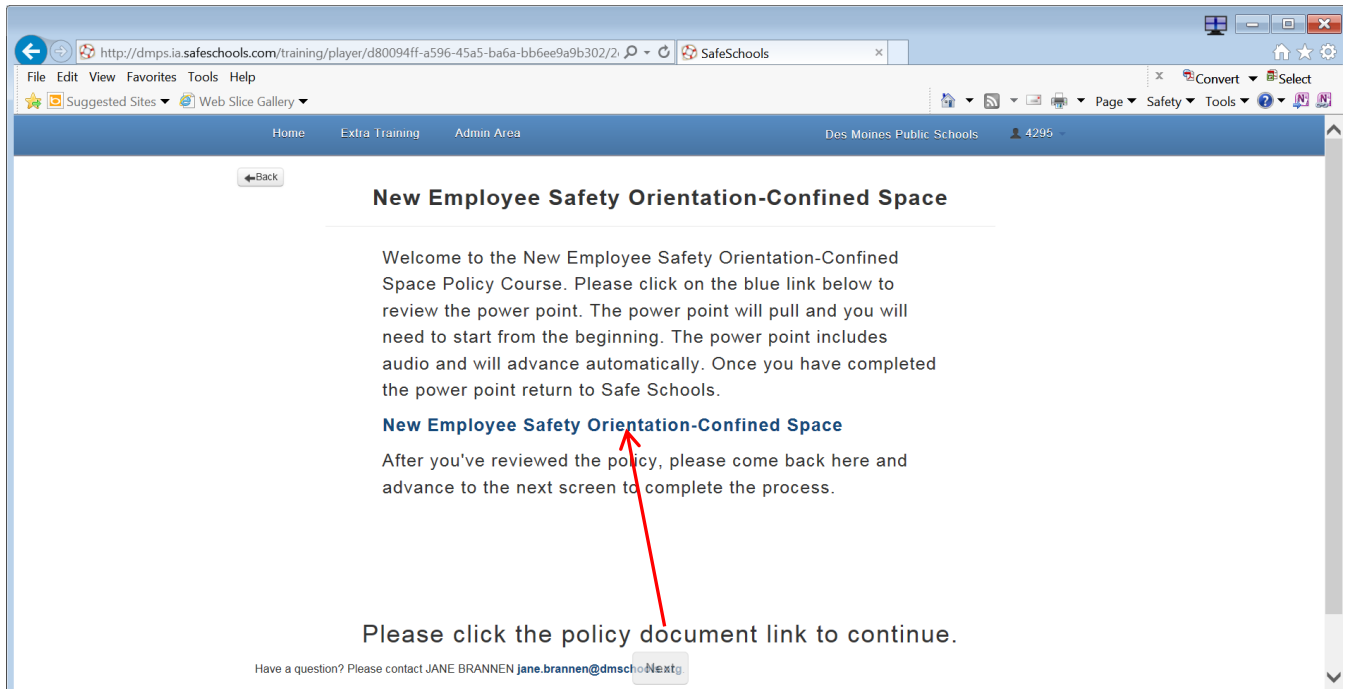


Notice that the screen shows the Due Date for the course and the amount of time the course takes to complete.

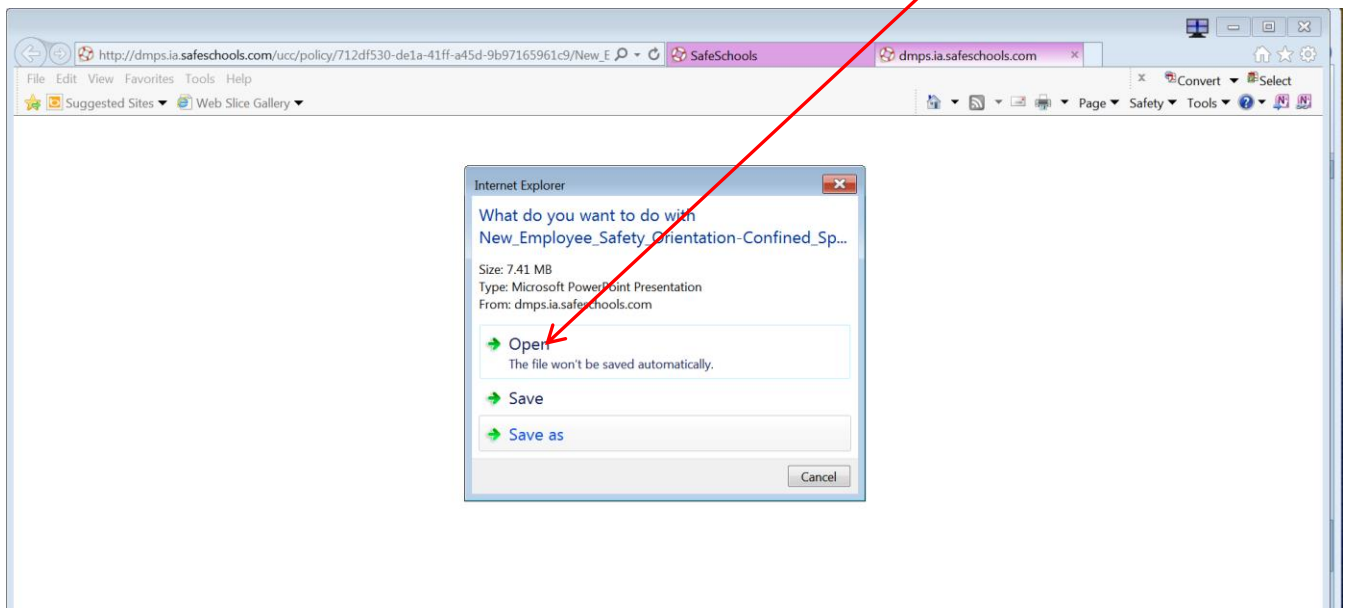
- (1) Click on the course name to begin the on-line training.



- (2) Follow instructions as noted in the course. Different courses will have different instructions.
- (3) In this instance, you will need to go to the PowerPoint listed in the documentation. Each training course will be different, but instructions will be given as necessary.



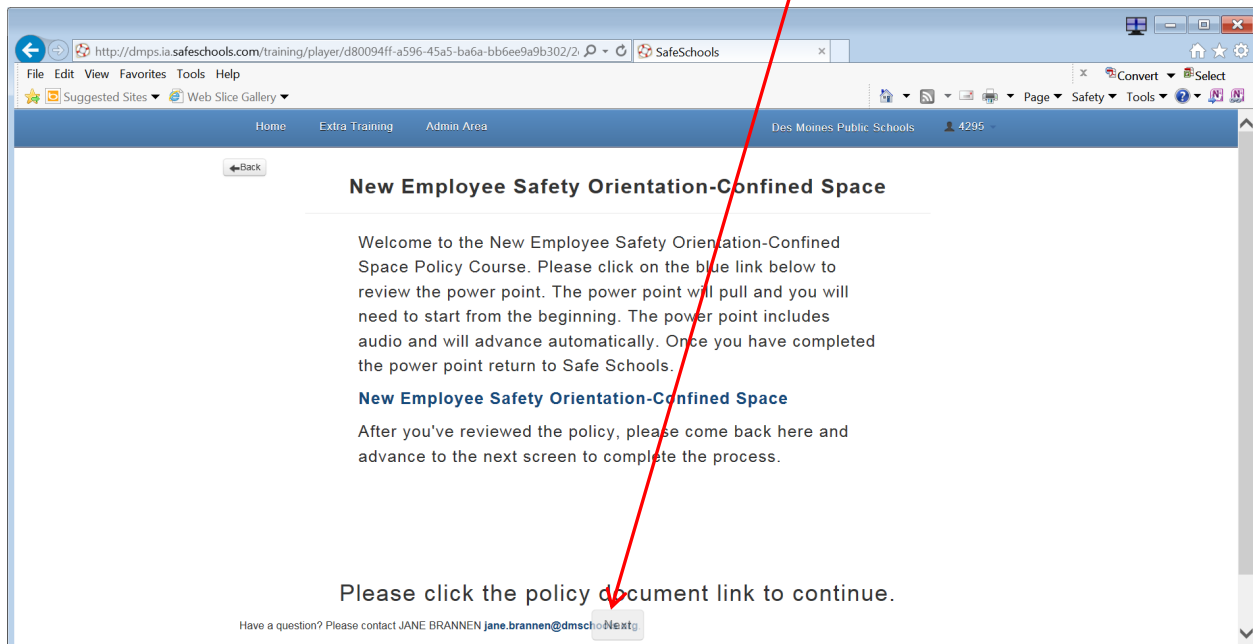
- (4) This will bring you to a pop-up to open the link. Click on the "Open" arrow.



NOTE: this may take a few minutes – so be patient. Eventually a PowerPoint document will appear. Read the document fully.

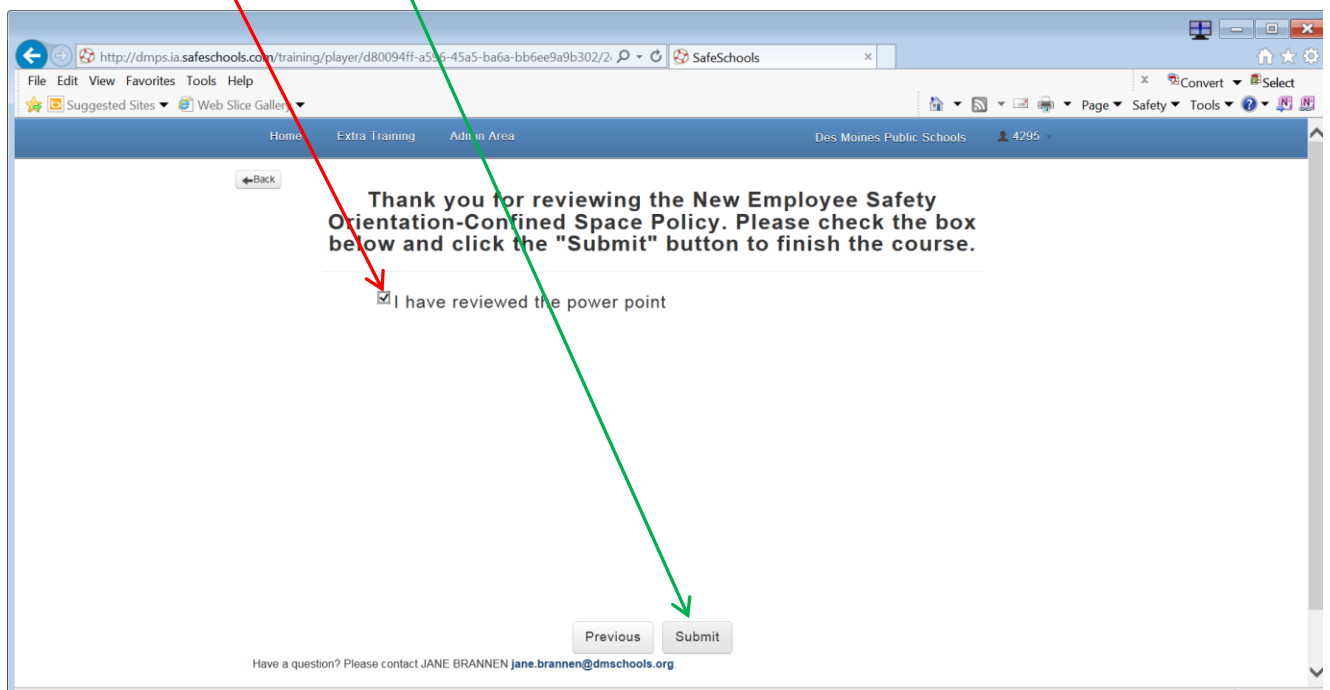
(5) Then go back to the SafeSchool site you were in previously by pressing the Alt key and the Tab key simultaneously.

(6) When you are back at the SafeSchool page, press the "Next" button to continue through the course.



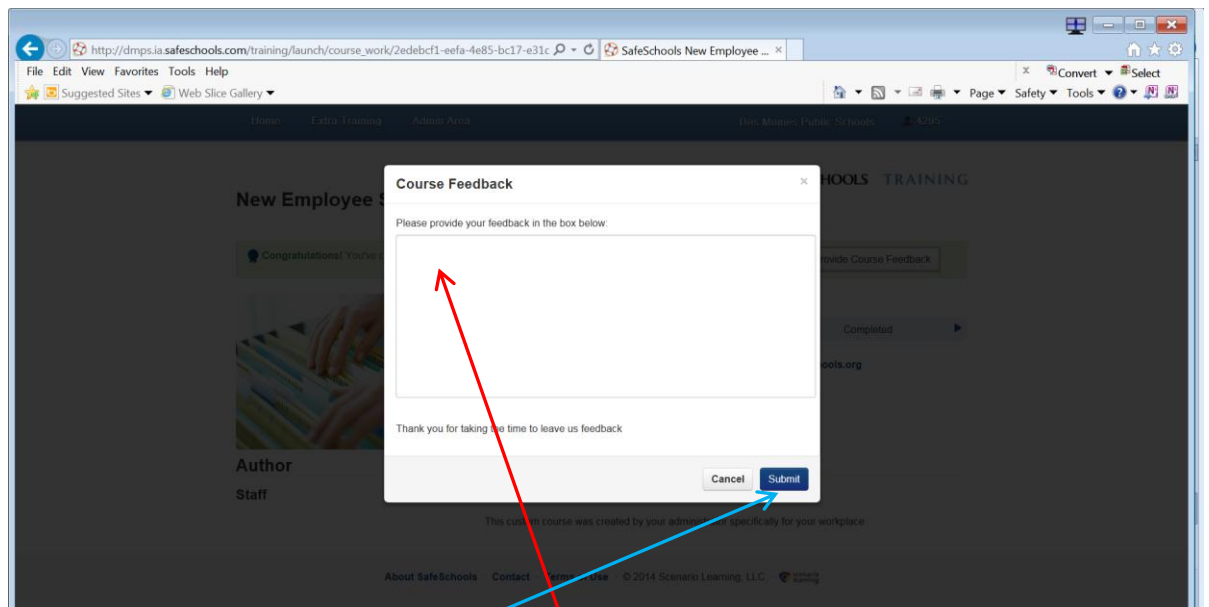
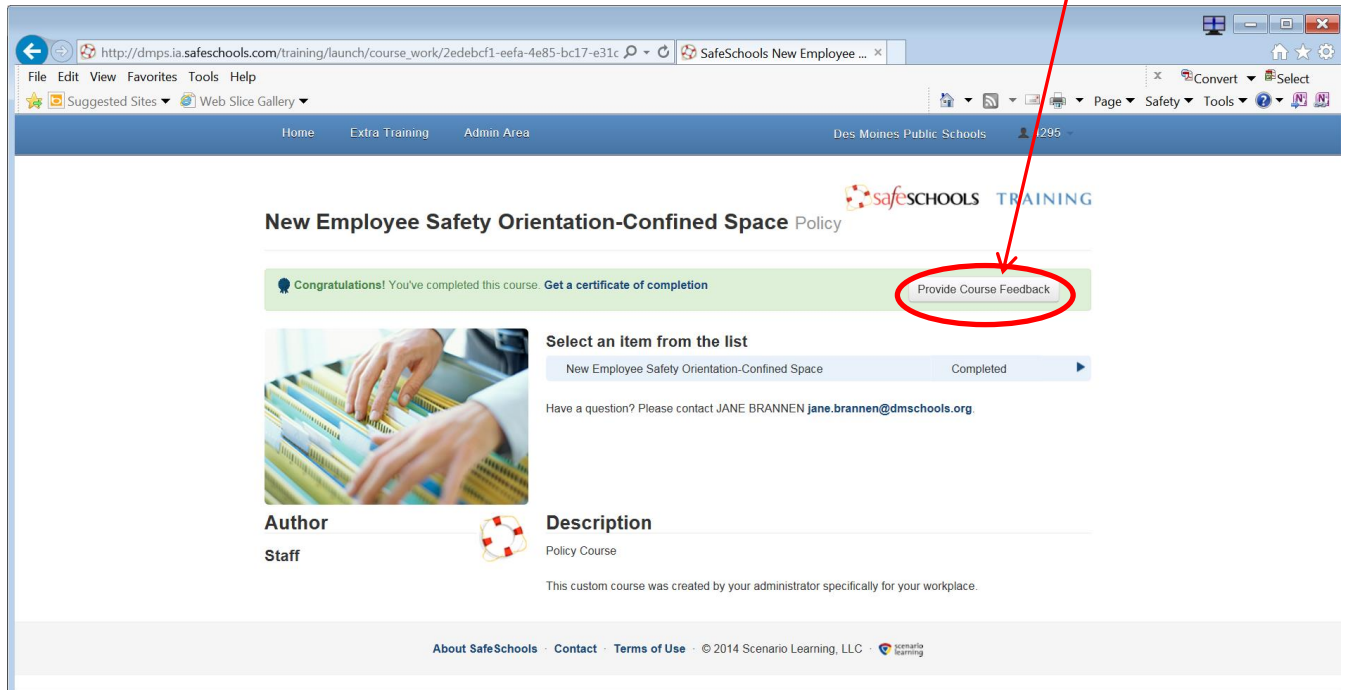
(7) Click on the fill in box for the statement "I have reviewed the power point."

(8) Then click the "Submit" button.



# STEPS TO PROVIDE COURSE FEEDBACK

You have completed the course and will see a screen which looks similar to this. You can provide Course Feedback by clicking on the following button.

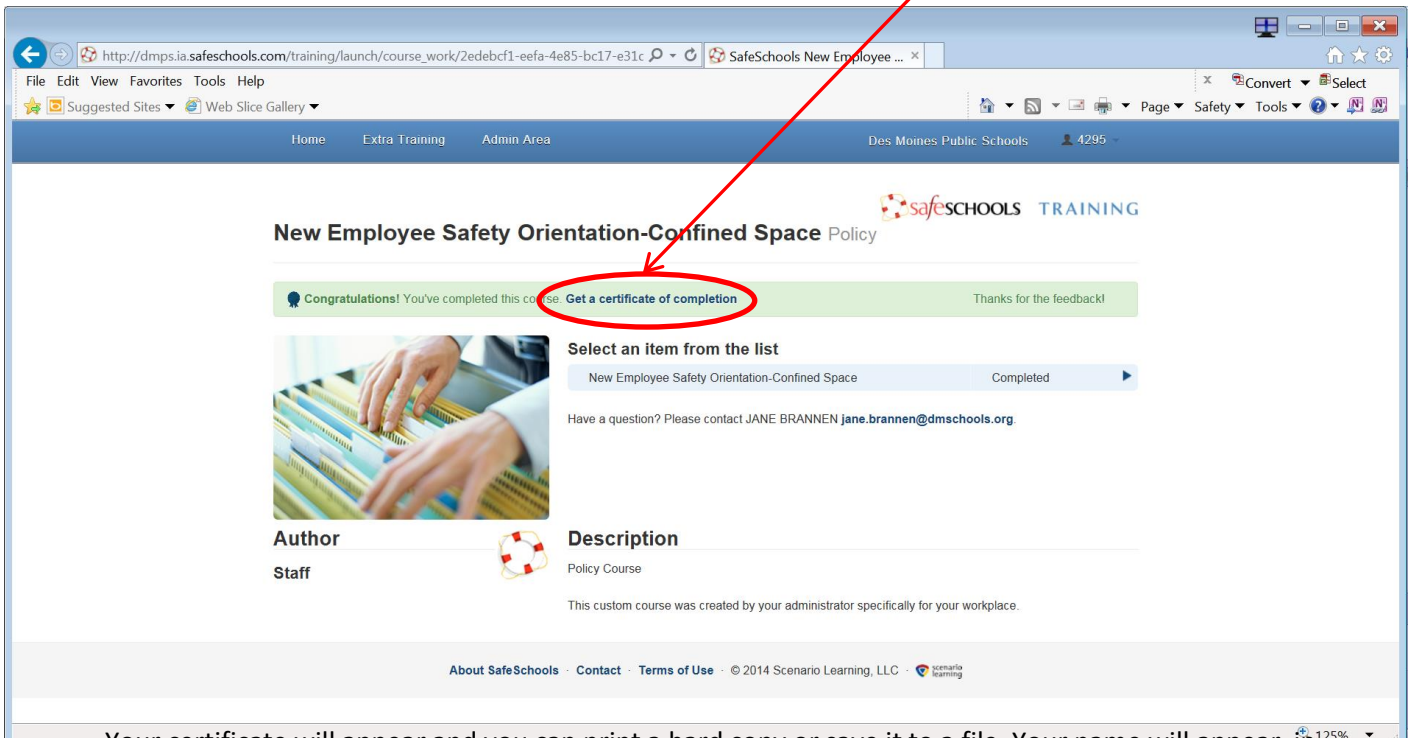


You will see a pop up message as above. Type your comments in the dialog box provided.

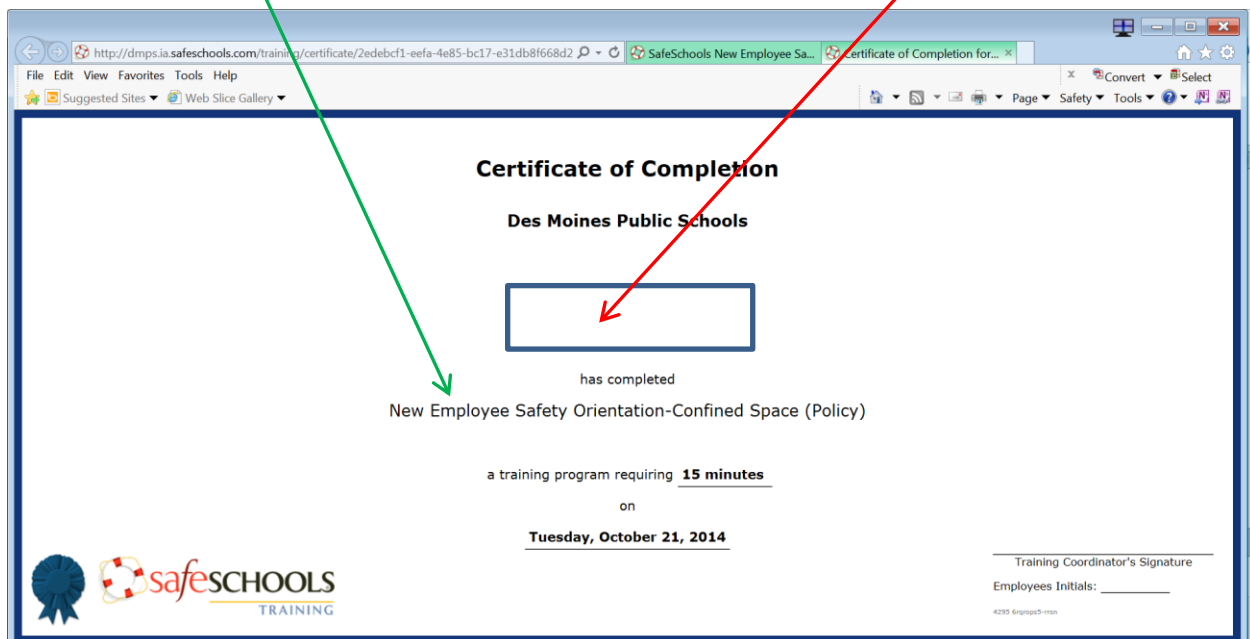
Click on submit. This will take you back to the Policy Course Description/Menu page and will indicate that you have completed the course and can print off a Certificate of Completion.

# STEPS TO PRINT A HARD COPY OF YOUR CERTIFICATE OF COMPLETION

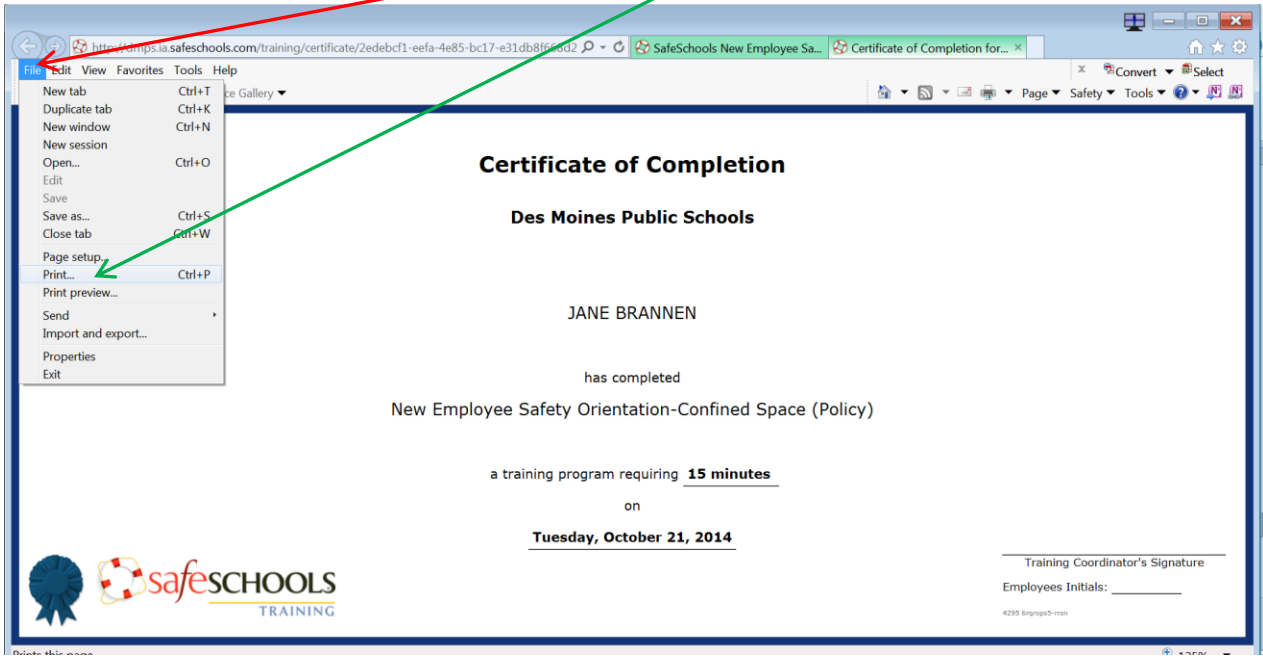
You can print a Certificate of completion by clicking on the “Get a Certificate of Completion” link.



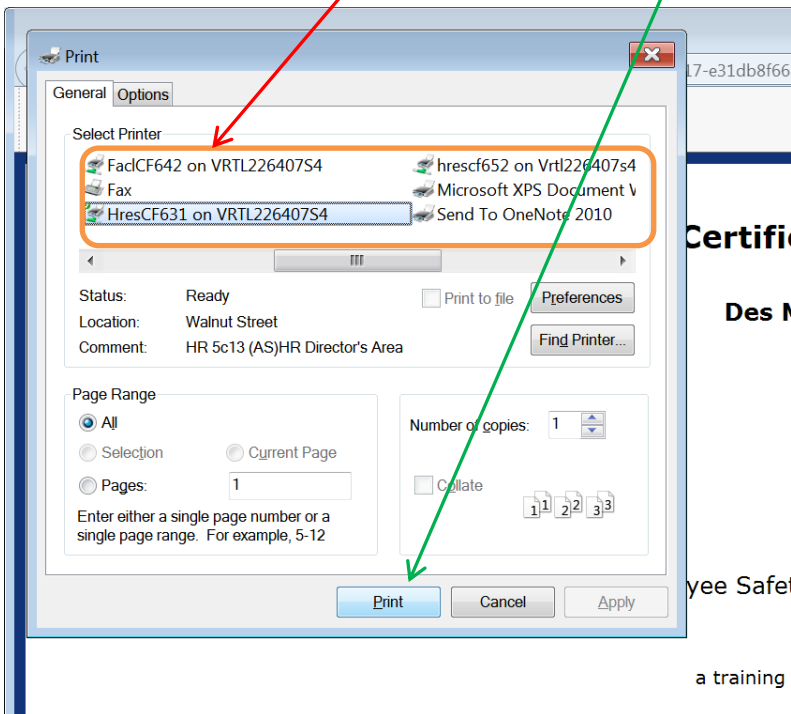
Your certificate will appear and you can print a hard copy or save it to a file. Your name will appear in the text box. And the name of the course will appear under the “has completed”. In this instance the course name is New Employee Safety Orientation – Confined Space (Policy).



(A) To print a hard copy you should click on File and Print



(B) Then select your printer and click on the "Print" button.



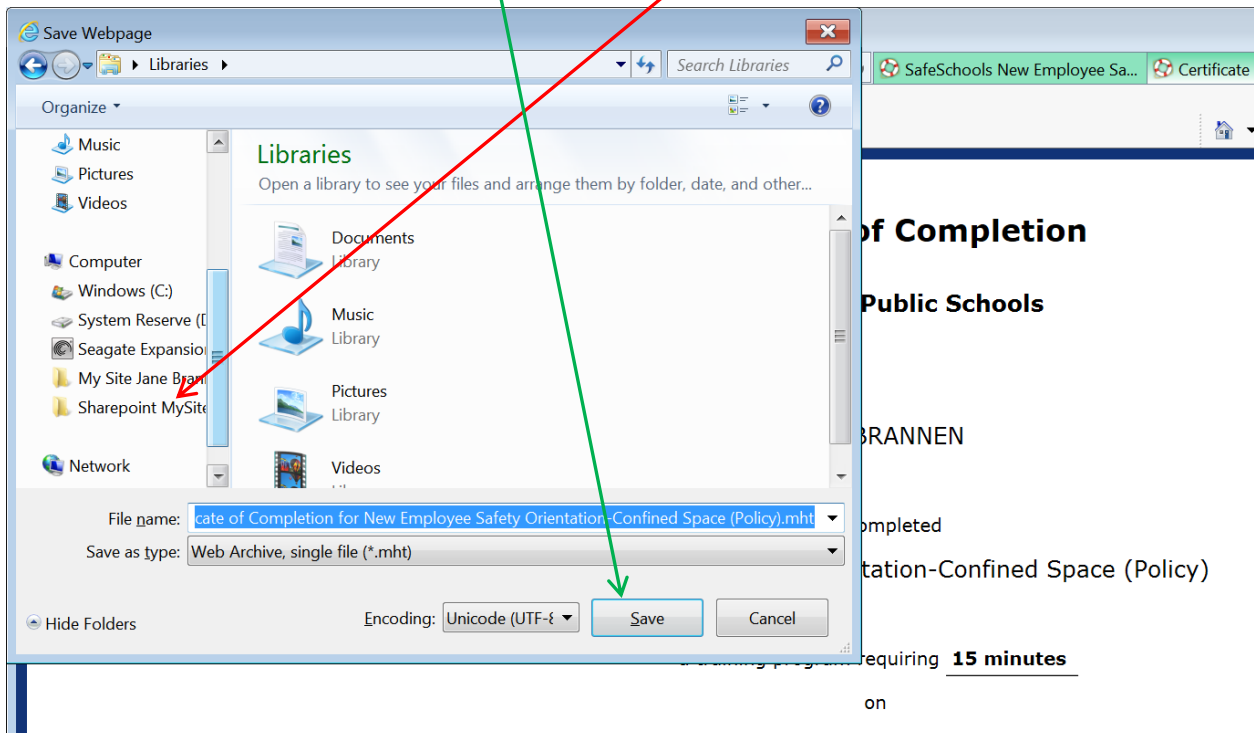


# STEPS TO SAVE A COPY TO YOUR DOCUMENTS

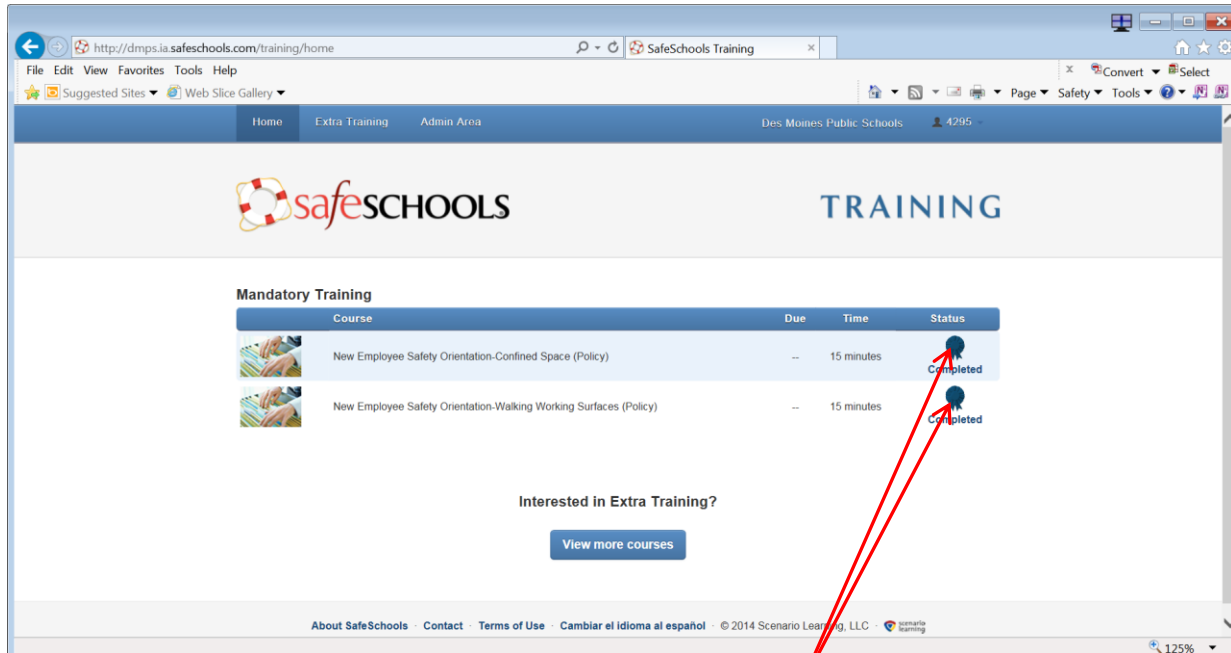
If you wish to save the certificate to your PC, click on FILE and SAVE AS options.





(A) Save the document to your documents location by selecting the folder you wish the document to reside and pressing the "Save" button..



# HOME PAGE AFTER COMPLETION OF COURSES



The screenshot shows the SafeSchools Training home page. The browser address bar displays <http://dmps.ia.safeschools.com/training/home>. The page features a navigation menu with 'Home', 'Extra Training', and 'Admin Area'. The user is identified as 'Des Moines Public Schools' with a user ID of '4295'. The main content area is titled 'TRAINING' and includes a 'Mandatory Training' section. This section contains a table with the following data:

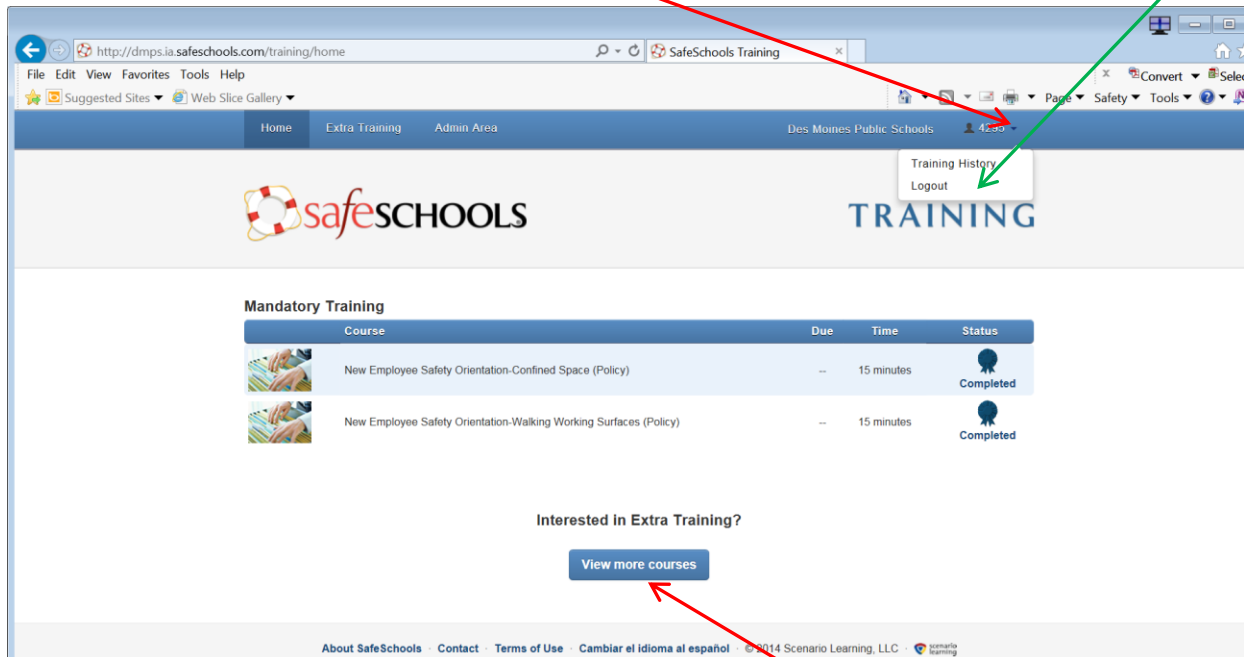
Course	Due	Time	Status
 New Employee Safety Orientation-Confined Space (Policy)	--	15 minutes	Completed
 New Employee Safety Orientation-Walking Working Surfaces (Policy)	--	15 minutes	Completed

Below the table, there is a section titled 'Interested in Extra Training?' with a 'View more courses' button. The footer contains links for 'About SafeSchools', 'Contact', 'Terms of Use', and 'Cambiar el idioma al español', along with a copyright notice for '© 2014 Scenario Learning, LLC'.





Your SafeSchools home page will then reflect that you have completed courses. You can continue on to the next course or logout and come back into the site at a later date.

# HOW TO LOG OUT OF SAFESCHOOLS

To Logout you click on the arrow beside your name at the top of the page and make your selection

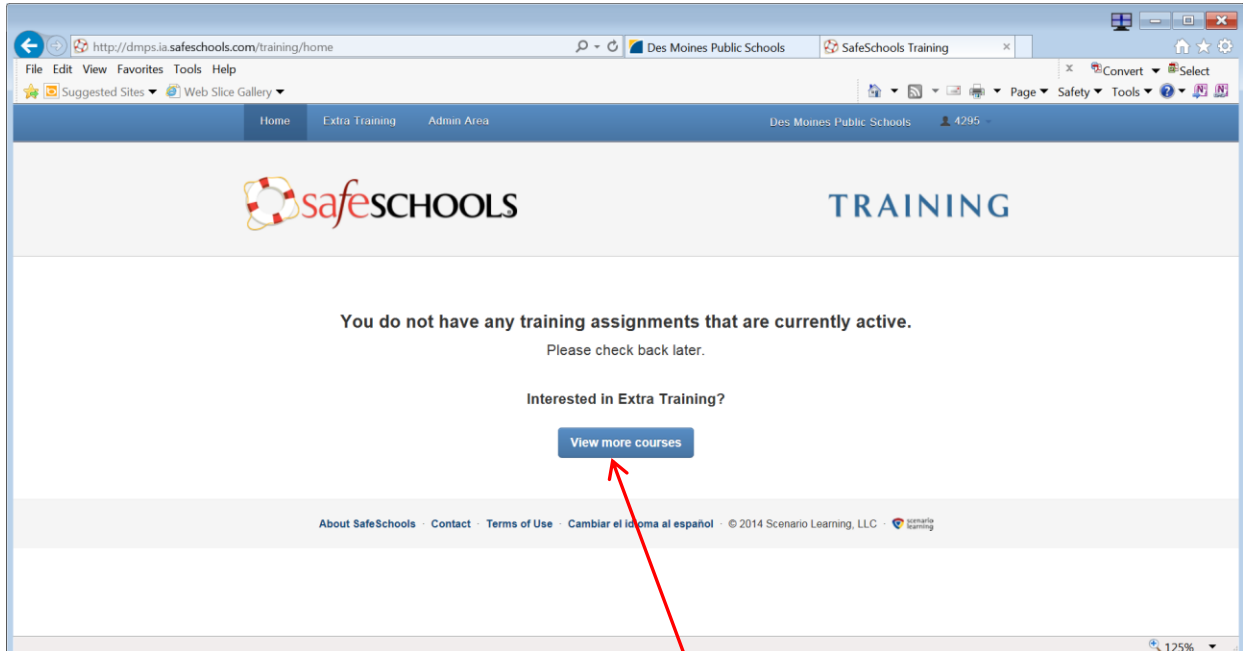


The screenshot shows the SafeSchools Training website. At the top right, the user's name "Des Moines Public Schools" is displayed next to a dropdown arrow. A red arrow points from the text above to this arrow. A green arrow points from the text above to the "Logout" option in the dropdown menu. Below the navigation bar, the "safeSCHOOLS TRAINING" logo is visible. The main content area features a "Mandatory Training" table with two rows of completed courses. Below the table, there is a section titled "Interested in Extra Training?" with a "View more courses" button. A red arrow points from the text below to this button. The footer contains links for "About SafeSchools", "Contact", "Terms of Use", and "Cambiar el idioma al español", along with copyright information for Scenario Learning, LLC.

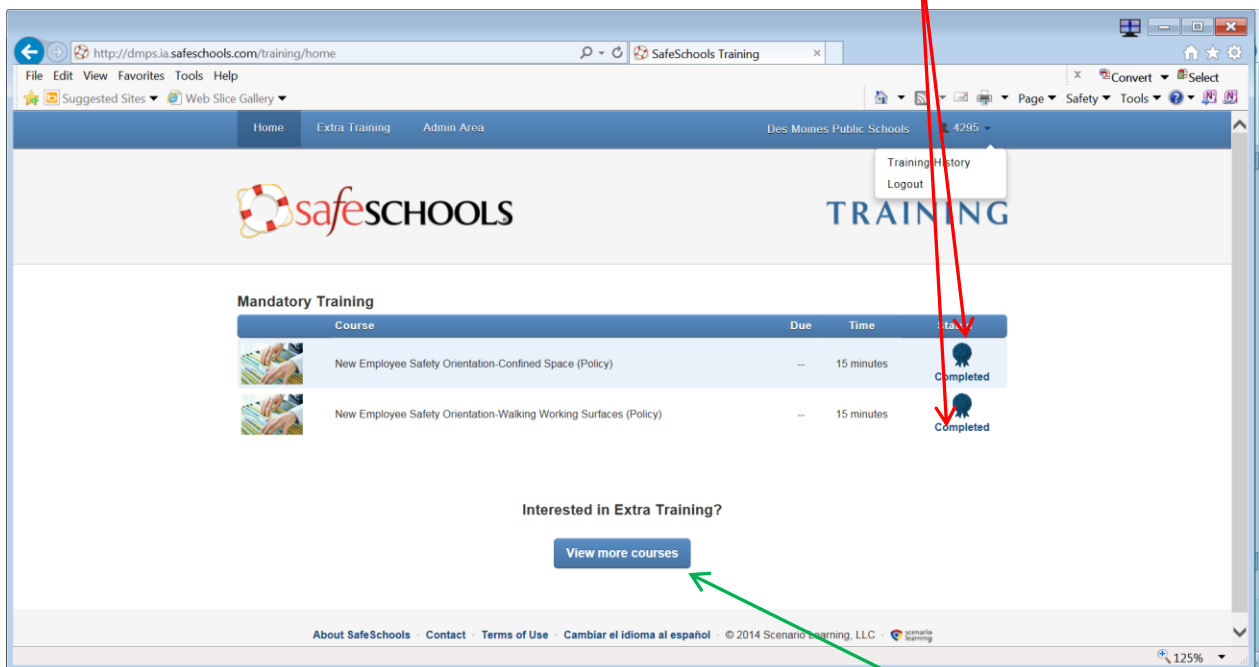
Course	Due	Time	Status
 New Employee Safety Orientation-Confined Space (Policy)	--	15 minutes	 Completed
 New Employee Safety Orientation-Walking Working Surfaces (Policy)	--	15 minutes	 Completed

If you do not wish to log out at this point, but would like to View more courses. Click on the appropriate button.

# STEPS TO COMPLETE EXTRA TRAINING COURSES



- (1) Log in as normal and you will see a screen which indicates that you do not have any training assignments that are currently active (like the one shown above) or a screen which lists courses you have already completed or still need to complete (like the one shown below).

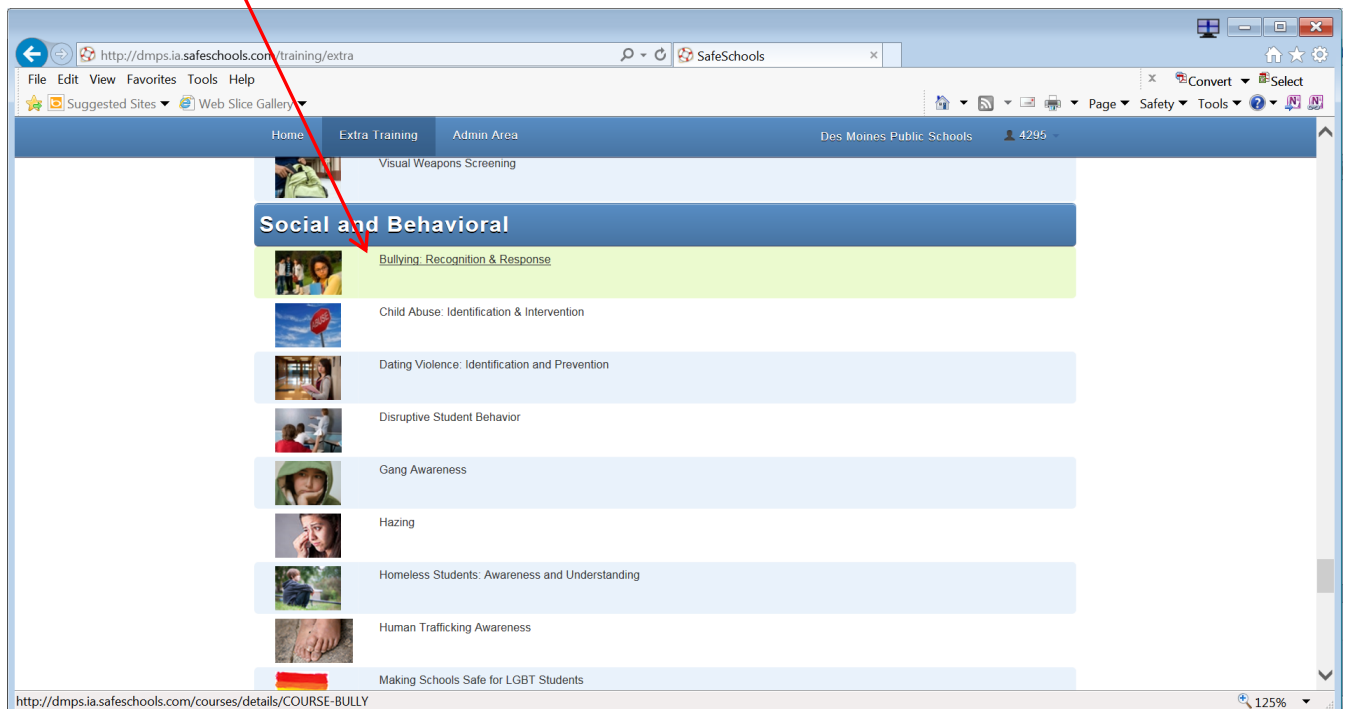


- (2) In either case, if you are interested in Extra Training, click on the View more courses button.

(3) The Extra Training section will show you a listing of all courses offered in each of the following categories:

- Emergency Management
- Employment Practices/Supervisory
- Environmental
- Health
- Human Resources
- Information Technology
- Nutrition Services
- Policy
- Security
- Social & Behavioral
- Special Education
- Transportation

(4) Select the course you wish to take and follow the course instructions.



Again, most courses will have different instructions than the course which we have shown as an example; however, the instructions given during each course are detailed and targeted to that specific course. If you have any questions, your supervisor should be able to assist you.