

## INSTRUCTIONS FOR STAFF HANDBOOK ANNUAL REVIEW

**PLEASE BE SURE TO USE GOOGLE CHROME**

1. Go to CCSD home page (or use the link provided in the automated email from SafeSchools to take you to the SafeSchools log-in page – skip to step 5)
2. Click on “Staff”
3. Click on “On-line Staff Trainings/SafeSchools”
4. This will take you to our Safeschools log-in page
5. Log in using your first name.last name
6. Click “Log me in”
7. Click on “CCSD Staff Handbook” under your assigned trainings
8. Click “Start Course”
9. This opens a page that says:

“Welcome to the Crook County School District Staff Handbook Policy Course. Please click on the link below to review the policy.

**Crook County School District Staff Handbook Policy**

After you've reviewed the policy, please come back here and advance to the next screen to complete the process.”

10. “Please click the policy document link to continue”: click on “Crook County School District Staff Handbook Policy”
11. This will open a PDF of the Staff Handbook – Open the Preface-Table-of Contents read through the handbook section 1-5
12. Close out of each handbook tab to go back to SafeSchools. This will take you back to the Safeschools page
13. Click “next”
14. The next page will say:

Thank you for reviewing the Crook County School District Staff Handbook Policy. Please check the box below and click the "Submit" button to finish the course.

I have reviewed and accepted the terms of the Crook County School District Staff Handbook Policy.

15. Check the box next to “I have reviewed and accepted the terms.....”
16. Click “submit” button in the right upper hand corner.

You are finished! You do not need to print your certificate; we will be able to see that you have completed your review of the staff handbook. If you have problems, or need access to a computer, please do not hesitate to call Kayley at 541-447-5664 *(or if calling from a school or department using a school or department phone, just dial ext. 3005).*

Thank you!

**Enclosure A**