

WSWHE BOCES 2018-2019 Employee On-line Training Directions

Please read carefully (It is suggested that you print the directions and have them handy while taking the training)

A. Registration/Log-In:

<p><u>Returning Employees:</u> (completed training in 17-18)</p> <ol style="list-style-type: none">1. Go to: www.schoolology.com2. Click: LOGIN3. Enter your credentials: <u>User name</u> (email address) <u>Password</u> (same as last year) <p>To re-set password: click "Forgot Password" The system will email you a link to change your password.</p> <p>No Account or System says: "Do not recognize Email address" Sign up for an account as a New Employee.</p> <ol style="list-style-type: none">4. Click: "Courses" and then Click "My Courses"5. Click: "Join" (bottom left of box)6. Enter Access Code: 98NSH-KS6R8	<p><u>New Employees:</u> (never used Schoology.com as a BOCES employee)</p> <ol style="list-style-type: none">1. Go to: www.schoolology.com2. Click: Sign-up (you are a student for this training)3. Enter Access Code: 98NSH-KS6R84. Continue registration as prompted until complete; create your own password. <p>After logging-in (or registration) go to Home Page, top of screen:</p> <ol style="list-style-type: none">5. Click "Courses"6. Select "WSWHE BOCES 2018-2019 Training"
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After registering, go to the home screen and click "Courses"- Select: **WSWHE BOCES 2018-2019 Training**

B. Start Training:

1. Click on **Red Folder** for Emergency Planning/Violence Prevention/Mental Health Awareness- **due September 14, 2018. You will see all items that need to be completed.**
 - a. To start the training, click **Next** near the top of the screen. Scroll down to see all the slides. Once you have read all of the documents, click **Next** (this will bring you to the quiz).
 - b. Click "**Start new attempt**" to take the quiz. Once completed, click the **Submit** button. Once you have passed with an 80% or higher, click **Next**.
 - c. Complete the **Verification form** with your information. Be sure to check the verification box and then click **Submit** (this automatically notifies BOCES you have completed the Emergency Planning Training)

YOU MAY CONTINUE TRAINING NOW OR Return later to complete HAZCOM/Bloodborne Pathogens due September 30, 2018.

<p><u>To Continue:</u></p> <p>Click "WSWHE BOCES 2018-2019 Employee Training" in blue at the top.</p>	<p><u>To Return Later:</u></p> <ol style="list-style-type: none">1. Follow Log-in process with email and password to:2. Click Courses3. Click "WSWHE BOCES 2018-2019 Employee Training" in blue at the top.
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1. Click on **Green Folder** for HAZCOM/Bloodborne Pathogens Training- **due September 30, 2018.**
 - a. To start the training, click **Next** near the top of the screen. Scroll down to see all the slides. Once you have read all of the documents, click **Next** (this will bring you to the quiz).
 - b. Click "**Start new attempt**" to take the quiz. Once completed, click the **Submit** button. Once you have passed with an 80% or higher, click **Next**.
 - c. Complete the **Verification form** with your information. Be sure to check the verification box and then click **Submit** (this automatically notifies BOCES you have completed the HAZCOM Training)

If you have any questions, please feel free to contact Colleen Allen at 518-746-3354.