# MONROE COUNTY INTERMEDIATE SCHOOL DISTRICT

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Human Resources Department

1101 S. Raisinville Road

Monroe, Michigan 48161

734-242-5799

**Safe Schools Training Instructions**

Please use the instructions below to access/complete all safe schools required trainings listed under your account annually – ***Bloodborne Pathogens, FERPA and Staff Network and Internet Acceptable Use and Safety***.

1. Connect to the Internet. Please be sure to have your speakers turned on.
2. Type **monroeisd.mi.safeschools.com** in the address bar within your browser and press enter ***or*** visit the ISD Website. The Safe Schools Training site link can also be located under the Quick Links menu on the ISD homepage under **Training**.
3. Type your User Name which is the **first initial of your first name and entire last name**. Click the LOGIN button. *Example: jdoe – No password is required.*
4. Click the **LOGIN** button.
5. Check to make sure that your Position & Building is correct. Next, click the **LOG ME IN** button.
6. Select the ***Bloodborne Pathogens Exposure Prevention*** tutorial.
7. Read the disclaimer and click the **ACCEPT** button.
8. Begin with the ‘Introduction’ and view all videos.
9. After viewing each video, select the next item
10. Once all videos have been viewed, you must complete the ***Bloodborne Pathogens Quiz***.
11. Once you have completed the ***Quiz***, click the **CONTINUE** button.
12. You may print a Certificate of Completion, for your records. To do so, click the ***Get a Certificate of Completion*** link on the upper left side of the Bloodborne Pathogens training screen. *Note, the Human Resources Office does* ***NOT*** *need a copy; the certificate would only be for your records only if desired.*
13. Once you print your certificate, *if you chose to print one,* click the ***home*** button at the top left hand corner of the page. Be sure that the Bloodborne Pathogens Training is listed as ***completed*** in the Status column on the home page.
14. Once you are back on the home page, Follow Steps 6-13 for the ***Staff Network and Internet Acceptable Use and Safety Policy*** tutorial.
15. Once you are back on the home page, Follow Steps 6-13 for the ***FERPA: Confidentiality Records*** tutorial.
16. ***Congratulations!*** You have successfully completed all of the required Safe Schools online annual trainings.