

Annual Training Requirements

Recognizing that it is the responsibility of all to ensure the success of every student, the Board of Education policies set clear expectations and guidelines for our practices in all areas including the student code of conduct, special education, fraternization, child abuse, etc.

We are pleased to offer a new way of delivering the BOE policy and safety trainings that you are required to complete each year. Using the SafeSchools Training system, you'll be able to complete your annual training requirements via the Internet at your convenience - from the comfort of your own home! Group training may also be available. **NOTE:** All employees are required to complete HAZCOM, Child Abuse Mandated Reporting, and Board Policy Trainings annually. Certain employees are also required to complete Bloodborne Pathogens training annually.



How to log on to the SafeSchools Online Training Program:

1. Using your web browser, go to the web page <https://shenet-ny.safeschools.com/login> (No "www" is necessary.)
2. To access your assigned trainings, enter your username. Your username is your unique employee identification number (i.e. 12345). Your employee identification number can be found on www.wincapweb.com under My Employee Demographics. For SafeSchools login purposes, please do not include any preceding zeros (i.e. 01234, then use 1234).
3. Your assigned course or courses will be listed on your personal SafeSchools Training home page under "Mandatory Training".
4. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you successfully complete the course.

If you have any questions, concerns or issues with the system, please email our district Safety Specialist, Chrissy Nicholas at nichchry@shenet.org. She will be more than happy to assist you. As with any new system we may encounter some minor issues so we appreciate your patience and understanding during this transition.