TECH TIPS

Completing Safety Training via the Safe Schools Website

Below you will find directions on how to access safety trainings via the safe schools website.

NOTE: PDO registration is no longer a step to complete our online training. Staff should not attempt to register for courses in PDO and will not see completion information in PDO

Accessing Safety Training

1. Start the **Internet**

2. **Navigate** to the safe schools website at: http://mcps.md.safeschools.com/login

3. **Enter** your e-Pay Username and click **Sign in**

4. **Confirm** your name and location is correct then click [Log Me In!]

5. Click the training you wish to take.

6.   If you see a disclaimers screen, read it and click **"Accept"**

Disclaimers

"This product is designed to provide accurate and authoritative information in regard to the subject matter covered. It is sold with the understanding that the publisher is not engaged in rendering legal, accounting, or other professional service. If legal advice or other expert assistance is required, the services of a competent professional person should be sought."

From the Declaration of Principles jointly adopted by the American Bar Association and a Committee of Publishers and Associations.
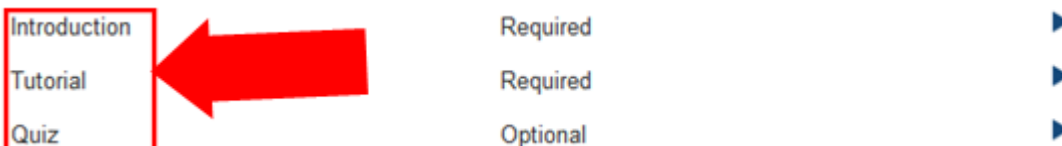
Every effort has been made to assure that the information presented is accurate and consistent with generally accepted practices. However, the authors, editors, publishers, and/or any sponsoring partners, associations, and joint powers authorities cannot accept responsibility for errors or omissions, or for the consequences of application of information. No warranty, express or implied, is made regarding the contents of this program.

Copyright

Copyright 2001-2013 by Scenario Learning. All Rights Reserved. The information contained in this pro[...] in whole or in part, by any means, without permission. For information, address: Scenario Learning, 7434 Montgomery Rd, Ci[...]

Decline   Accept

7.   Some training's have multiple "chapters". If you see a list of parts of the training, click on the part you want to view first.

Introduction	Required	▶
Tutorial	Required	▶
Quiz	Optional	▶

NOTE: Parts of the training marked as "Required" must be completed.

8.   The training will appear on your screen

Eva Sinclair has been a receptionist and office manager at the Northside School District for three years.

◀◀ progress [▮▮▮▮▯▯▯] ▶ ▶▶

NOTE: You can pause the training and return to where you left off later if needed.

9.   Once you have completed the training you will be able to print a certificate of completion.

🎗 Congratulations! You've completed this course. **Get a certificate of completion**

Technology Help is Available

Many technical and non-technical questions can be answered by using the <u>Search</u> feature at the MCPS website: www.montgomeryschoolsmd.org

School Support: The Information Technology Systems Specialist (ITSS) assigned to your school is your first point of contact for all technology problems.   Contact your ITSS using Unicenter Services Desk (USD)*

Technical Help Desk: The Technical Help Desk can provide assistance and guidance to many common MCPS applications.

Self Help: User guides and common FAQs
http://www.montgomeryschoolsmd.org/departments/helpdesk/

Contact the Help Desk

1. **Create a request for help via Unicenter Service Desk (USD)*:**
     https://usdit-app.mcpsmd.org/CAisd/pdmweb.exe

     Step by step directions
     http://www.montgomeryschoolsmd.org/departments/helpdesk/unicenter.aspx

2. **E-mail:** Help_Desk@mcpsmd.org

3. **Call:** 301-517-5800 (Mon-Fri 7 am to 5 pm, except holidays)

We look forward to assisting you!

The Technical Help Desk Team

Note: The Technical Help Desk experiences an overwhelming volume of requests for assistance during the first few weeks of school. ***Please do not duplicate requests for help***. We will respond to each inquiry as quickly as possible. Thank you in advance for your patience.