

# Instructions for SafeSchools

## Mandatory Training

Here is the information you need to log on and get started on your compliance training:

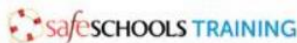
You will be able to log in to the training portal with this link: <https://greenvilleisd-tx.safeschools.com/login>

Your username is your district network login.

You do not need to include the @greenvilleisd portion. For example, my login would be jacobsonr

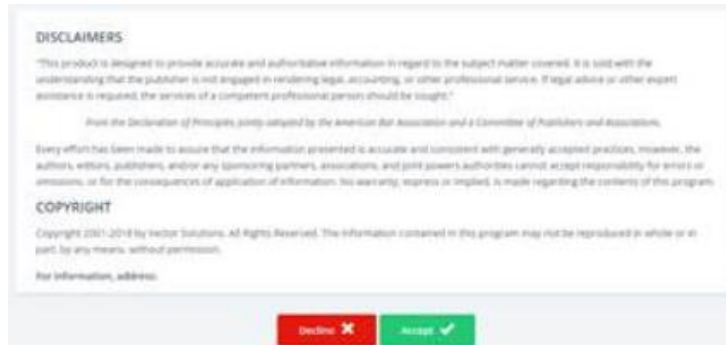
Your password is your district network password.

Once you log in to the system, you will see two sections of courses: "Mandatory Training" and "Suggested Training"

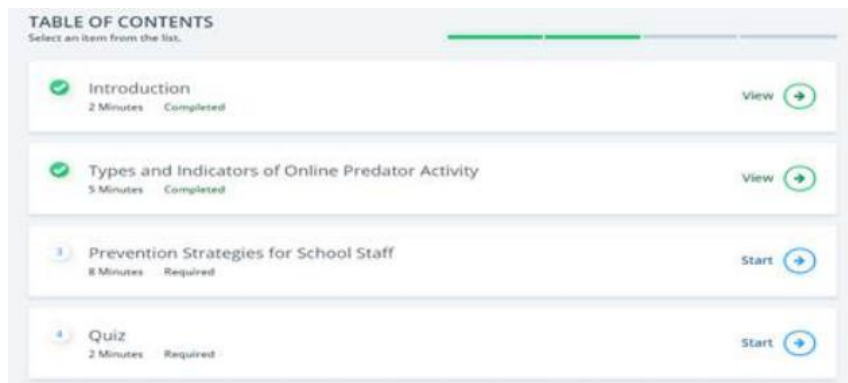


**The trainings listed under the Mandatory Training section are the required courses for all district employees. To be compliant, you must complete ALL courses in this section.** As you complete the trainings, your assignments completed bar will track/show your progress.

When you open a course, you will have to accept the course terms to continue. You cannot continue into the course without accepting.



Each course will provide you with a table of contents listing all the course sections. As you complete the sections, your progress will be visible. You do not have to complete the courses in one sitting. If you stop after a course section and return/log in again later, your progress will save, and you can begin where you left off.



At the end of each course, there is a quiz. You must complete the quiz and receive the required minimum score or more in order to receive credit for the course.

It is recommended that you save your PDF certificates so that you can upload them to your Eduphoria Strive portfolio for outside credit and future reference. (Directions on how to complete Outside Credit Requests will be sent out separately.)

**All courses in the Mandatory Training section are due on the specified, annual due date.  
If an employee is hired later in the school year, they will have 30 days from their hire date to complete their training.**

### Suggested Training

The second area of training courses available to employees is the “Suggested Training” section.



For employees seeking additional SBEC credit and learning, they can complete the supplementary courses listed in the “Suggested Training” section.

Please ensure that you select courses that are applicable to your position. For example, there is a course over science safety; that is an excellent choice for a science teacher, not for a PE teacher.

Last, but definitely not least, if you need assistance logging in to SafeSchools, please enter a Helpdesk ticket under the category Training, and our fabulous tech department will assist you.

If you need assistance with anything else SafeSchools related, please contact the Continuing Education Department.

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