Logging onto the SafeSchools Training Site

- Open a web browser in Google Chrome

- Type the URL path http://www.mcsdk12.org/

- From the menu, click CLASSLINK
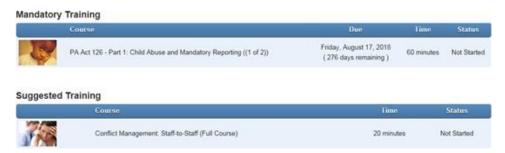

- Click the "Sign In to ClassLink" button

- Find the Safe Schools-SSO shortcut and single left click to open

You will notice messages …"Loading Application" and "Making Magic Happen." ClassLink is automatically logging you into Safe Schools.

Navigating the SafeSchools Site -

- *Home* - will show the mandatory or suggested training assignments that are currently active.
  Note: Mandatory Training must be completed by the listed due date. Suggested Training is optional.

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.

- *Extra Training* – Will list courses that are available. These courses are not mandatory until assigned to your personal SafeSchools Training home page. However, you are welcome to voluntarily view any training that is listed.

- *Training History* – In the top right corner, click the down_arrow next to your email address, then click TRAINING HISTORY. This will show the training that you have participated in and completed.

- *Logout* – In the top right corner, click the down_arrow next to your email address, then click LOGOUT.