Quick Start Guide for Employees

School City of Hobart is now using SafeSchools Training for required online staff training. This guide will assist you in completing the assigned courses. Please contact Jon Mock at the Administration Building with any questions, jmock@hobart.k12.in.us or 942-8885 x8908.
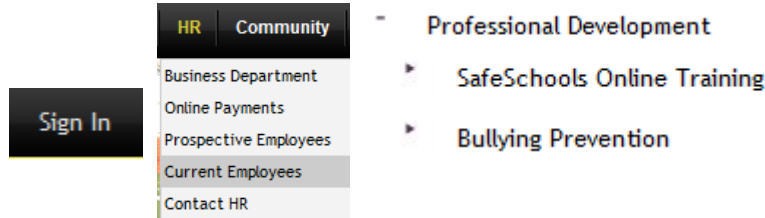
1. **Turn on your computer speakers.**

2. **Access the SafeSchools Training website.**
   Type the SafeSchools website address directly into your browser: http://hobart.in.safeschools.com.
   OR
   Sign into the SCOH website (www.hobart.k12.in.us), Click on HR, Current Employees, Professional Development, SafeSchools Online Training. (Staff with a computer login)

3. **Enter your username.**
   If you have a computer login, use this login (i.e. **smithclass**). Otherwise, use your first initial and last name as the username (i.e. **jmsith**).
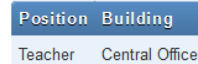

4. **Confirm login information.**
   Ensure that your position and building are correct.
   If this is not accurate, STOP! Contact your administrator or Jon Mock. Do not proceed until the information is correct, so that proper training is assigned.

5. **Click on the Training Course you need to view.**

6. **Accept the Disclaimers and Copyright information.**

7. **Click on the first item in the list.**

8. **After viewing the entire video, click Continue to advance to the next section.**
   Please note, excessive use of the "Fast Forward" button will invalidate your training if the time spent does not meet the minimum requirement. A timer will track how much time is spent on each video.

9. **Click on the next item in the list.**

   Select an item from the list

Introduction	Completed	▶
Tutorial	Required	▶
Scenario	Required	▶
Quiz	Required	▶

10. **Continue this process until all sections are complete.**

11. **Complete the quiz at the end of the training.**
    An 80% or better is required to proceed.

    Results

Your Score	100%
Minimum Score	83%

12. **Congratulations! You have completed the training.**
    Once you see the Green Congratulations bar at the top of your screen, you have completed the training course. You DO NOT need to print your certificate of completion. The system will record your results automatically.

    🎗 Congratulations! You've completed this course. Get a certificate of completion
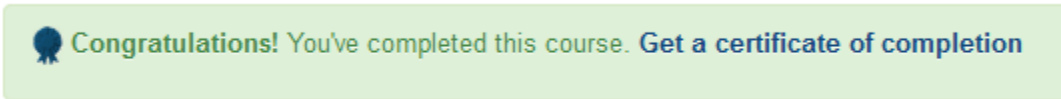
13. **Complete this process for all remaining training courses.**

14. **Please note, you can always complete additonal training by visiting the "Extra Training" tab.**
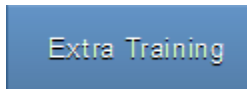
    Extra Training

15. **You will receive an automatic email on a weekly basis until all required trainings are complete.**

Please contact Jon Mock at the Administration Building with any questions,
jmock@hobart.k12.in.us or 942-8885 x8908.

Thank you for making the School City of Hobart a safer place to work and learn!