

New Employee Safety/Medication Training Instructions



The School District of La Crosse uses the SafeSchools online safety training program to train staff on school-related safety issues. As a new employee who requires safety training, you will need to register yourself to the system in order to receive your active assignments. There are two ways to do this:

1. Visit our SafeSchools homepage at <http://lacrosseschools-wi.safeschools.com>
 - Click on “Register” (underneath the “Log in” button).
 - If asked for a registration key, enter: **151d9cd0**

OR

2. Use the “quick link” registration URL: <http://lacrosseschools-wi.safeschools.com/register/151d9cd0>
 - Enter the address above into your internet browser, and you will be taken to the registration page where you will enter your basic information, including your username.

Next you will be prompted to enter some basic information which you will use to login to the system moving forward. Please note on the following fields:

- **USER NAME**
 - ⇒ Your user name will be the beginning portion of your district email address. Your email address is set up to be the first letter in your first name and the first seven letters in your last name. For example;
 - Steven Smithback would have a user name of **ssmithba** and email address is ssmithba@lacrossesd.org.
- **LOCATION:** If you do not have an assigned home building, select Hogan Administration.
- **E-MAIL ADDRESS:** We do require an email address. You may not have access to your district email yet, but you will still use that email address to ensure further notifications will be directed there.

Once you login to the site and select your employee type, you will see a list of courses assigned to you and the date on which they are due. To begin a course, click on the title then follow the prompts. You must complete all sections of a course and pass the quiz (if required).

Your participation will help to make the School District of La Crosse a safer place to work and learn! If you have any questions, please email Scott Johnson @ scjohnso@lacrossesd.org.