Richland One
South Carolina's Capital Schools

RICHLAND SCHOOL DISTRICT ONE
NEW EMPLOYEE TRAINING
INSTRUCTION SHEET

Welcome to Richland One. As an employee you serve as a guardian of our students and our district mission. As such you will be expected to learn and apply several concepts to your day-to-day functions. You are required to complete online training using the directions below. These online modules are easy to understand and yet very informative. You may complete them from any Internet connected computer within the timeframe prescribed. You may also use the computers in the Richland One's Human Resource Office between 8:30 a.m. and 4 p.m. or at a Richland One School Library.

DIRECTIONS FOR ONLINE TRAINING AND ASSESSMENTS

USER NAME: r1-_____

1. Log on to the Internet and go to http://richlandone.sc.safeschools.com

2. Type in your **Username** as written above. Please remember to use a hyphen in the Username. After you have entered your Username, click **Login**.

3. You will be taken to a disclaimer page. Scroll to the bottom and click Accept.

4. Your selected module will begin with instructions on how to proceed. You may pause the presentation at any time by moving your mouse to the double bar pause key (similar to a VCR or DVD player).

5. You are required to finish the training modules assigned to you as listed below. Should you have any questions please contact Cheryl Conrad at 231-7446 or cconrad@richlandone.org.

   Bloodborne Pathogen Exposure Prevention
   Sexual Harassment: Staff to Staff
   Sexual Harassment: Student Issues & Response
   Sexual Misconduct: Staff to Student

TRAINING DEADLINE

I acknowledge my responsibility to complete the training as indicated above by

_____.