



Course Instructions

****Log in instructions for Computer and Email are located on the back of this page****

Employee should complete each course at the school, during a school work day, on a school system computer. The employee should Clock In & Out on a bus. Courses should not be completed at home. Please check your UCPS email for regular updates and notifications. Please take all sections of each course in order to receive a Certificate of Completion. If you fast-forward through any section of a course, the system will not record your progress. Please make sure to watch each section in its entirety.

Web Address

- <http://union.nc.safeschools.com/login>

Logging In & Completing Courses

**** Please note Username and Password is different for the Safe Schools Course. You will use your Time Card Badge ID to log on to this site.***

- User Name : Time Card Badge ID
- Password : First five digits of user name (if your Time Card Badge ID is 4 digits only enter 4 digits)
- Upon logging-in you will see your assigned courses
- Click and select course
- Click and complete each section of class
- Once class is completed, complete the quiz
- Upon completing quiz; print certificate and return to your supervisor for signature

Computer Log-In

User Name: first name.last name (email)

Password: Please follow the below instructions

- The default password will be **R3\$etM3Plz**
- Once you log in you will be immediately prompted to change your password

Password requirements:

- *Must contain at least one uppercase letter*
- *Must contain at least one lowercase letter*
- *Must contain at least one special character (*,&,@,% ,etc)*
- *Must contain at least one number*
- *Must not be one of your previous five passwords*

Once logging in for the first time, each user should activate their account by following the instructions listed below. This will allow you to reset your password if you forget it.

- Go to the UCPS webpage and then scroll to the iForgot Self Service link
- Click Activate (do not click reset password)
- You will then be prompted to answer security questions

If your forget your Password:

- Go to the UCPS webpage : www.ucps.k12.nc.us
- Scroll to the bottom of the page
- Under Shortcut for Employees, click on link for ***iForgot Self-Service Password System***
- Follow the instructions as prompted

Email Log-In

- Go to UCPS home page : www.ucps.k12.nc.us
- Click on the email app at the top right on the screen
- Enter: User name: ucps\first name.last name
- Enter: Password
- Email address is first name.last name@ucps.k12.nc.us
- **Employees must login to their email no less than every 2 weeks.**