

Employee Acknowledgement Form

This form must be completed 30 days within your hire date.

Annual review and acknowledgement are required for the following:

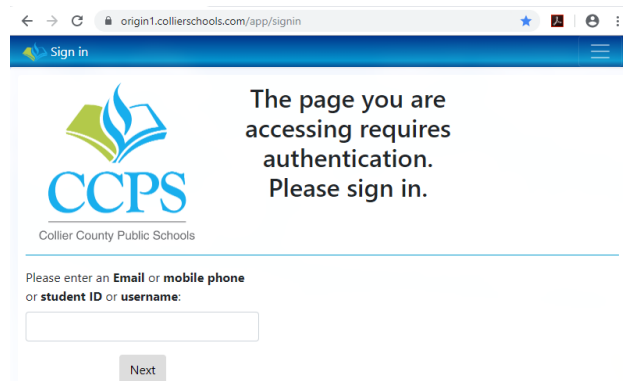
- Board Policies and Administrative Procedures
- Human Trafficking Awareness

To complete the acknowledgment for both courses, each video must be viewed in full. These trainings are available through the CCPS portal.

Accessing the CCPS Portal

1. Open your CHROME browser.  Chrome is the preferred browser.
2. Go to the District website: www.collierschools.com.
3. Click the CCPS Portal tab at the top of the page.
4. Enter your network username.
5. Click Next.
6. Click the blue "...as Employee (username)" button
7. Log in using your CCPS network username and password.

Note: Enter your network username and password if you receive the CCPS login screen.



Accessing Acknowledgements

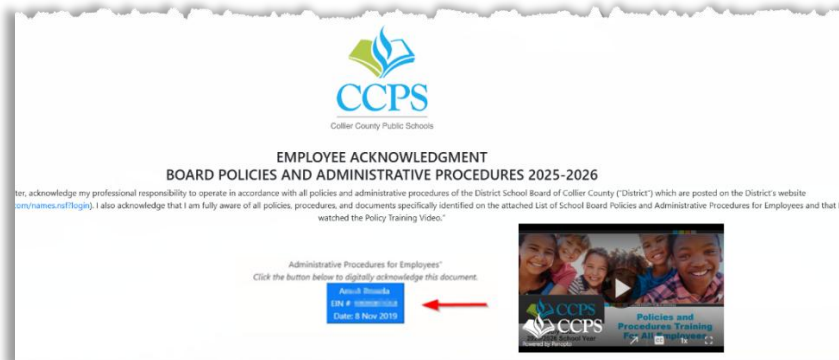
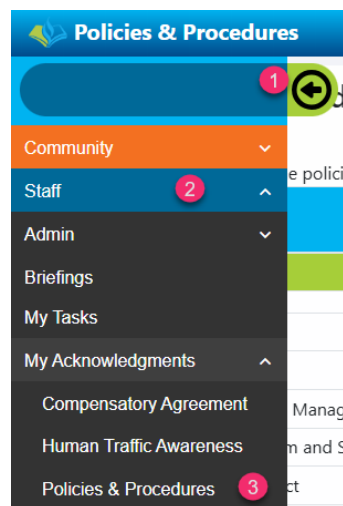
1. Click the green arrow on the left side of the screen to expand the sidebar menu.
2. Select **Staff > My Acknowledgements > Policies & Procedures**.
3. Click each numbered **blue link** to review all policy and procedures.

Copyrighted Works	2531
Bullying and Harassment	5517.01

4. Scroll to the bottom of the page and watch the *entire* Policies and Procedures Training video.

Note: You must view the entire video in order to receive the acknowledgement prompt.

5. Wait for the acknowledgement prompt to appear after the video ends.
6. Click the **blue** acknowledgement button with your name, EID, and date to complete the process.



You will also need to follow the same process for the Human Trafficking Awareness video.

If you have any issues accessing the link or acknowledging the review, please contact the Help Desk at 239-377-0445 or helpdesk@collierschools.com.