

To begin using Safe Schools, load the program: <http://tahoma.wa.safeschools.com/login>

(This program works best using Google Chrome as your search engine.)

Locate the login box at the top right corner of your screen.

**Username: Lastname, Firstname** (format: lastname-comma-space-firstname)

**NO PASSWORD REQUIRED!**

**Select: Log Me In**

You should now be looking at the Training Menu screen with your name at the top of the page.

Mandatory Training(s) will be listed in the middle of your screen.

- To begin, select a training by clicking on the title
- To proceed, you will need to **Accept** the disclaimer/copyright guidelines

The next screen will give you the option to begin the training by selecting tutorial.

Once you have viewed the training in its entirety, you will have the option to take the quiz for that training at that time or come back later to complete the quiz. **Not all trainings will have a quiz.**

- To begin the quiz, select **quiz**

**Board Policy trainings require slightly different instructions:**

- To begin, select a training by clicking on the title

**Tahoma Electronic Resources Staff User Agreement (Acceptable Use Policy – AUP)**

- Select the policy (click on the word “policy” in the Versions box).
- Click on the link to open (download) the policy. Download may take 30 seconds. Read the policy.
- Use the + icon to increase the font size if needed (appears at bottom of page when you scroll down).



- Once you have read the policy close the text file and return to the Safe Schools page. Select the “Next” box.
- Complete the training by accepting the terms of the AUP Policy. Click on the box at the bottom of your screen and select Submit.

Upon successful completion of the quiz you will have the opportunity to print a certificate of completion. **THINK GREEN! PLEASE DO NOT PRINT THE CERTIFICATE OF COMPLETION.** The HR Department has the capability to access and maintain an electronic record of all successful Safe School training completions.

If you need assistance with Safe Schools please contact the Human Resource Department at 425.413.3400.

## **Tips for Successful Completion of Safe Schools Trainings:**

- + For successful completion, watch each training video in its entirety. Do not skip ahead. If you fast forward through a video your training will not register as being complete.**
- + Some videos include a quiz after the training module is complete. Do not skip forward and take the quiz without completing each section of the training. If you do so your training will not register as being complete.**
- + If the video you are watching provides a document to read, you must read through it. The system will not register completion unless you take the time to read through the document.**
- + If the video you are watching instructs you to print a supplemental document, you must do so or your training will not register as being complete.**

When using Chrome, if you still experience trouble, please call the Safe Schools support line at 1-800-434-0154. Here are further suggestions from Safe Schools:

### **If you are using a mobile device:**

1. If you are experiencing loading issues on a mobile device, like a smartphone or tablet, try using a laptop or desktop computer.

### **If you are using a computer:**

1. If you are using a laptop or desktop computer, make sure you are using the most updated version of your browser.
2. If you are using Internet Explorer, instead try using an optimal browser such as Google Chrome, Mozilla Firefox or Safari.
3. Make sure your Adobe flash player is updated. For the most recent version, go to [get.adobe.com/flashplayer](http://get.adobe.com/flashplayer). This takes about 5 minutes to install, and after the download is complete, be sure to restart your computer to activate the newest version.