



## Instructions for Accessing the Online BCPS Volunteer Orientation Course and Handbook

Using your web browser, go to:

[the Safe Schools sign-in page here.](#)

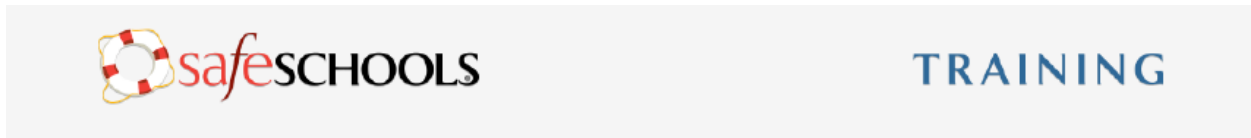
1. Enter the required information. (First name, Last name, Username)
2. Select your location by clicking on the link and choosing a school. If you have children in multiple schools, you only need to select one.

### Sign Up

Username <span style="color: orange;">*required</span>	First Name <span style="color: orange;">*required</span>
<input type="text"/>	<input type="text"/>
	Last Name <span style="color: orange;">*required</span>
	<input type="text"/>
Email Address <span style="color: orange;">*required</span>	Confirm Email Address <span style="color: orange;">*required</span>
<input type="text"/>	<input type="text"/>
Location <span style="color: orange;">*required</span>	
<a href="#">Click here to choose location</a>	
Required input is missing and / or invalid	
<a href="#">Register ✓</a>	

3. Once you click "Register," you'll see a verification page. Click the link on that page to continue to the training site.
4. Click on "BCPS Volunteer Orientation" to review the course, which should only take 5-6 minutes. Once finished, please review the BCPS

Volunteer Handbook and take the short quiz to complete the orientation process.



#### BCPS Volunteer Orientation

Course	Due	Time	Status
 BCPS Volunteer Orientation (Full Course) 	Friday, December 13, 2013 ( 23 days remaining )	16 minutes	In Progress

Interested in Extra Training?

[View more courses](#)

5. Once you have completed the BCPS Volunteer Orientation, click on "Get a certificate of completion" to receive a printable certificate that can be taken to any BCPS school to verify you have received the orientation and reviewed the BCPS Volunteer Handbook.

The screenshot shows the completion page for the "BCPS Volunteer Orientation Full Course". At the top, it says "Congratulations! You've completed this course. Get a certificate of completion" with a blue arrow pointing to the text. To the right is a "Provide Course Feedback" button. Below this is a list of items completed: "Tutorial" (Completed), "BCPS Volunteer Handbook" (Completed), and "Quiz" (Passed). A blue box contains the text "Quiz: Download Printable Version or Printable Answer Key" and "You are seeing this because you are an administrator." Below the list is a section for the author, "Baltimore County Public Schools", and a description: "This course outlines policies and expectations for those who volunteer with Baltimore County Public Schools. This course is designed for BCPS volunteers." There is also a link to "Have a question? Please contact your SafeSchools coordinator."

6. For users that do not have access to a printer, you have several options available to verify your completion of the volunteer orientation course:
  1. Use your web browser to save the document as a PDF file (either by right-clicking on the page or using the browser's page options).

2. Some web browsers, such as Internet Explorer, allow users to right-click on the certificate and send the page as an e-mail. If this is an option for you, the page can be e-mailed directly to any school volunteer coordinator.
3. For users completing the orientation via a mobile device, you can use your phone or tablet to take a picture of the certificate from your screen to be shared with the school volunteer coordinator as verification of completion.
4. If printing or e-mailing the certificate is not an option available to you, all school volunteer coordinators have administrative access to the orientation module and can verify your completion of the orientation. This verification should be requested in advance of any scheduled volunteer assignment to ensure that you will be permitted to volunteer as scheduled.

**If you need to sign back into the system after you have exited, you can use your created username and login directly at:**

**[the Safe Schools log in page here:](#)**

**If you need to sign back into the system after you have exited, you can use your created username and login directly at:**

**[the Safe Schools log in page here:](#)**

**Thank you for choosing to become a volunteer with  
Baltimore County Public Schools!**

If you have any questions about volunteering with BCPS or experience problems with the online orientation, please contact:

**Nora Murray  
Office of Family & Community Engagement**

**[cmurray2@bcps.org](mailto:cmurray2@bcps.org)**

**443.809.4329**

**Or visit us online at:**

**[The BCPS website here for volunteers](#)**