



### INTRODUCTION

Sumner County Schools is fully committed to the health and safety of all faculty, staff, and students. The district believes that occupant safety and a healthy environment are important factors in the functioning of the total educational program, making the district schools a better place to learn and work.

As part of the district's ongoing program to meet this safety commitment, comply with regulatory requirements, and maintain health care costs, all employees must complete certain safety training when they first start working for the district and periodically thereafter. The courses are available through the PublicSchoolWORKS (PSW) online staff training system and can be completed at the convenience of the employees.

All employees will receive an email notice regarding the training. Employees will need to complete online courses, starting September 4, 2018 and finishing October 19, 2018. For convenience, the email will contain an Internet link to start training.

The PublicSchoolWORKS (PSW) system will track employee training and automatically notify those who haven't completed the courses. Also, the District Office Administration will be sent a report that will show those employees who have not completed the training.

### ONLINE TRAINING PROCEDURES

1. Login to your Sumner County email account.
2. Open the email from "Sumner County Training" with the subject of "Training – New Enrollment".
3. Click on the link "Click here to start your training". You will be brought to PublicSchoolWORKS.
4. Enter your user name (first initial last name. (example: jsmith).
5. You will be brought to a screen titled: "Your Login Info." If you do not see the "Your Login Info" screen, follow the directions on the "Login Help" screen. If you have any problems or need further help, call 1-866-724-6650, option 4. **It is very important that the information shown on the "Your Login Info" screen is accurate. If all information is correct then, "Click here when correct."**
6. You will be brought to a screen titled: "Your Course List." This screen shows you all the courses in which you have been enrolled. If there are no courses shown, then you are not currently required to complete any training. For further information about this screen, click on the "Help" button.
7. For each course shown, click on "Enter Class."
8. After you successfully complete each course (and test where applicable) the course will be removed from your course list. If you fail a test, you can retake the test until you obtain a passing grade. **Your failures will not be shown on your transcript.**



### ACCOUNT

#### LOGIN

#### Please Read!

**User Name:** enter your first initial added to your last name (e.g. jsmith for John Smith)

**Password:** enter your last four digits of your social security number.