



Instructions for SafeSchools Online Safety Training

Please follow these simple steps below to complete your safety training requirements:

How to log on to the online training program:

1. Using your web browser, go to the web page <http://tenafly.nj.safeschools.com> (No “www” is necessary.)
2. To access your assigned training, enter your username, which follows the following format: **Your Employee email address (or home address)**
EXAMPLE: **John Smith**
Username: ***jsmith@tenafly.k12.nj.us***
3. Select any course by simply clicking on the name of the course. The courses have audio so please turn up your speakers to hear the narration. Complete all the training scenarios and the assessment tests to receive completion credit for the course. Please complete all courses by the indicated due date.
4. Please note that you do not have to send copies of Certificates of Completion for courses to the business office. However, please print a copy of all Certificates of Completion and save for your own files (there have been some technical glitches with completions with the Safe Schools program in the past).
5. If your training program includes the Bloodborne Pathogens Exposure Prevention course, you are required to complete the corresponding policy for completing the Hepatitis B Virus Consent/Declination form. Please follow the steps noted in the policy, print out the document and send your completed, signed original form to Linda Fritz. Please keep a copy of this form for your files.
6. If you have any questions or problems with logging onto the site, please send an email to: lfritz@tenafly.k12.nj.us or call Linda Fritz at 201-816-4505. If you still experience technical problems, you may call the following customer support line: at 800-434-0154.

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