

# PINCONNING AREA SCHOOL DISTRICT

605 West Fifth Street · Pinconning, Michigan 48650

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[www.pasd.org](http://www.pasd.org)

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**Michael J. Vieau**  
Superintendent of Schools

## SafeSchools Training - Login Instructions

Hello Fellow Spartans!!

We are pleased to again offer online delivery of the mandatory training that you're required to complete each year. Using the SafeSchools Training system, you'll be able to complete your training via the Internet at your convenience - even from the comfort of your own home!

### How to log on to the SafeSchools Online Training Program:

1. Using your web browser, go to the web page [pasd.mi.safeschools.com](http://pasd.mi.safeschools.com) (No "www" is necessary). You may also go to the school website [www.pasd.org](http://www.pasd.org), click on the 'For Staff' tab and choose 'Safe Schools'.
2. To access your assigned training, enter your username, which follows the following format:  
last name first initial  
Example: John School would be: schoolj
3. Confirm your login. Verify that your name, position & building are all correct.
4. Your assigned course or courses will be listed on your personal SafeSchools Training home page under "Mandatory Training."  
**ALL Mandatory Trainings MUST be completed by September 12<sup>th</sup>, 2014**
5. Select any course by simply clicking on the name of the course. The courses have audio so turn up your speakers if you wish to hear the narration. Complete all the training scenarios and the assessment to receive completion credit for the course. You will have the option to print out a Certification of Completion once you successfully complete the course.

If you have any questions or problems with the site, please contact:

*Kris L. McLavy*  
Director of Business  
Phone: 308-0509  
[mclavyk@pasd.org](mailto:mclavyk@pasd.org)

or

*Kim Browning*  
Executive Secretary  
Phone: 308-0506  
[browningk@pasd.org](mailto:browningk@pasd.org)

**Thanks for helping to make our district a safe place to work and learn!**