



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

Using your web browser, go to: [the Safe Schools Sign in 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.

The screenshot shows the 'My Assignments' section of the safeSCHOOLS TRAINING interface. On the left, there is a sidebar with navigation icons. The main content area features a 'Mandatory Training' progress indicator showing 0% completion. To the right, there is a course card for 'BCPS Volunteer Orientation' with a red banner indicating it is '247 DAYS PAST DUE' and a 'DUE: 2018-07-01' label. A blue arrow points to the course title.

5. Once you have completed the BCPS Volunteer Orientation, click "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.
6. Volunteer Orientation sample view

The screenshot shows the completion screen for the 'BCPS Volunteer Orientation' course. The top section has a green background with a checkmark icon and the text 'CONGRATULATIONS! YOU'VE COMPLETED THIS COURSE.' A blue arrow points to a green button labeled 'CERTIFICATE OF COMPLETION'. Below this, there is a 'TABLE OF CONTENTS' section with three items: 'Orientation' (4 Minutes, Completed), 'BCPS Volunteer Handbook' (10 Minutes, Completed), and 'Quiz' (2 Minutes, Passed). The right side of the screen features the BCPS logo and the text 'Baltimore County Public Schools AUTHOR'.

7. 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 SafeSchools 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 SafeSchools 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](#)**