

## SafeSchools Instructions – Paramus Public Schools

**IMPORTANT:** Please note that Google or Firefox may work better than Internet Explorer as your browser for SafeSchools.

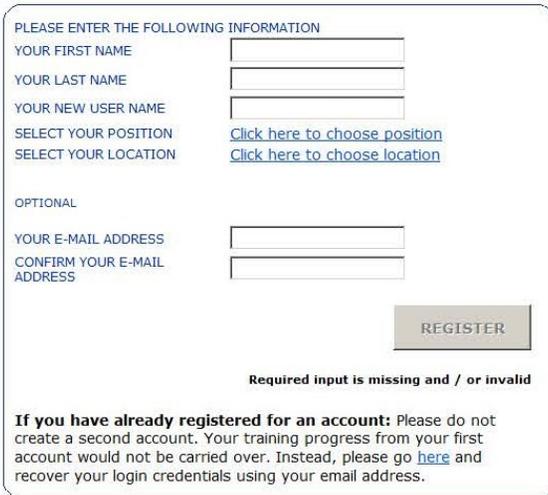
Paramus Public Schools uses the SafeSchools online safety training program to train both professional and support staff on school-related safety issues. SafeSchools offers training in all facets of school safety issues, and its compliance management system tracks all the training for the district, allowing us to easily demonstrate state and federal compliance with safety mandates. SafeSchools courses have been authored by experts, and have been endorsed by a number of school boards and superintendent associations nationwide.

**In order to complete the online training modules, you will need to register yourself into the SafeSchools system:**

<https://paramus-nj.safeschools.com/register/36A597dd> < Click on this link or enter it into your browser and you will be taken to the registration page (see Fig. #1) where you will enter information, including a username (to log in to the system moving forward). Please use your first initial and last name as your username (e.g., "JSMITH" for Joe Smith)! If that username is already taken, try adding a number at the end (e.g. "JSMITH2").



**Fig. #1**



PLEASE ENTER THE FOLLOWING INFORMATION

YOUR FIRST NAME

YOUR LAST NAME

YOUR NEW USER NAME

SELECT YOUR POSITION [Click here to choose position](#)

SELECT YOUR LOCATION [Click here to choose location](#)

OPTIONAL

YOUR E-MAIL ADDRESS

CONFIRM YOUR E-MAIL ADDRESS

Required input is missing and / or invalid

**If you have already registered for an account:** Please do not create a second account. Your training progress from your first account would not be carried over. Instead, please go [here](#) and recover your login credentials using your email address.

For your **position**, please click on the > arrow to the left of "Volunteers." This will open a list, where you should choose the position of "Volunteer" by clicking on it. You must then confirm your choice by clicking on the bar at the bottom of the screen. Next, select your **location** (then confirm your choice by clicking on the bar at the bottom of the screen).

**NOTE:** It is very important that you select the correct position and location, since different positions require different training modules to be completed!

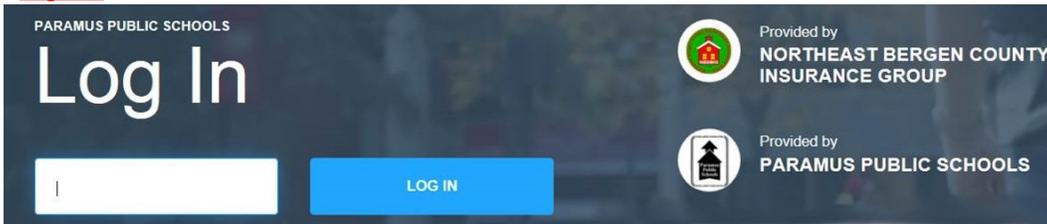
Click on the **REGISTER** button to bring you to the following message, where you will find a link to your training modules:

Congratulations Joe, you have been registered as **JSMITH**. Please continue to [the training page](#).

Once you advance to your training page, you will see a list of courses assigned to you. To begin a course, click on the title and follow the prompts. You must complete all sections of a course and pass the quiz. You do not have to take all the courses in one sitting (or complete any course in one sitting). The system will remember where you left off and allow you to pick up again at that point. It is **not** necessary to print your certificates; we will run periodic reports.

**To return to SafeSchools after registering and logging out,** click on this link or enter it into your browser to log in with your username (see Fig. #2): <http://www.paramus-nj.safeschools.com/login> Then confirm Login (see Fig. #3).

**Fig. #2**



PARAMUS PUBLIC SCHOOLS

# Log In

Provided by  
NORTHEAST BERGEN COUNTY  
INSURANCE GROUP

Provided by  
PARAMUS PUBLIC SCHOOLS

**Please do NOT register more than once!** Registering more than once will result in multiple profiles, which will negatively impact reports.

If you have any questions, please contact **Damari Faddah** [dfaddah@paramus.k12.nj.us](mailto:dfaddah@paramus.k12.nj.us) or **Hilda Gabriel** [hgabriel@paramus.k12.nj.us](mailto:hgabriel@paramus.k12.nj.us)



**Confirm Login**

Welcome Joe Smith! You are at:

Position	Location
Special Education Aide	Memorial

Username: JSMITH

[This isn't me.](#)

**Fig. #3**

**IMPORTANT!** SafeSchools training must be completed before you may volunteer in the district.

*Thank you for your help in making Paramus Public Schools a safer place to work and learn!*