

Annual Hazard Communication and Bloodborne Pathogen Training Instructions

Welcome back for the start of the 2014-15 school year!

Bethlehem Central School District faculty and staff are mandated by New York State regulation to complete an annual **Hazard Communication/Right-to-Know** training. This training is conveniently offered electronically for you to complete in the comforts of the classroom, office, or home. In addition to this training, if your position is listed below, you must also complete the online **Bloodborne Pathogen** training:

Job Title	Department / Location
Coach / PE Teacher	Athletics & Physical Education
Custodial	Operations & Maintenance
Nurse	Health Office
Driver / Bus Attendant	Transportation
Hall Monitors	High School
All Special Education Staff and Aides to Students	Various

To access the online training site, simply click on the link below and **CAREFULLY** follow the instructions included on the below pages of this memorandum.

Training Link: <http://www.capregboces.org/Risk/OnlineTrainings.cfm>

The Right-to-Know training will take approximately one-half hour and needs to be completed no later than **November 15, 2014**. If you have any questions, please contact Ian Feinstein, District Safety Specialist, at ifeinstein@bcds.neric.org or at extension x30129. Ian is on-site Thursdays from 8a-4p and will respond to your inquiries during that period.

If you have already taken the 2014-15 HAZCOM/Right-To-Know training through Capital Region BOCES, please send a copy of your training certificate to Ian at the Operations & Maintenance Department.



INSTRUCTIONS FOR USING THE ONLINE TRAINING SYSTEM

Step One: REGISTER

- Access the course registration page by clicking on (or cutting and pasting in to your web browser) this link:
<http://capregboces.org/Risk/OnlineTrainings.cfm>
 - At this page you will need to scroll down to Bethlehem Central School District and click on the specific training that you would like to complete.
- If this is your FIRST time using the online training system, complete all of the required fields on the registration form and click 'submit'
 - You may use any email address you wish (work or personal)
 - You will need to create your own password – there are no requirements or restrictions
 - WRITE DOWN the email address that you use and the password that you create. These will become your login credentials every time you use the online training system in future years!
- If this is NOT your first time using the online training system, use the link for previous users at the top of the registration form that says: "If you have previously registered, click here". Then, follow the prompts. Remember, your user name is your FULL email address. Input the password you created the first time you used the training system. If you have forgotten the password, you can reset it by clicking the 'forgot your password?' link on the login screen and following the instructions.
- You should see a message pop up that says "Thank you, your registration information has been submitted to the event host."

Step Two: CHECK YOUR EMAIL

- Log into the email account that you used to register. Look for an email message from Ian Feinstein.
- Open this message...it contains a URL link that you will use to log in to take the training.
 - If you never receive an email – you may have typed in your email address incorrectly when you registered. Go back and try re-registering being careful to type your email address correctly. If you still do not receive an email, contact Ian at ifeinstein@bcsd.neric.org.

Step Three: TAKE THE TRAINING

- Click on the URL link that you received in the email. This will bring you to a log in screen. Enter your FULL email address (example: jdoe@bcsd.neric.org) as your user name and the password that you created when you registered. Click 'login.'
- You should now see the training screen. Follow the instructions provided to begin the slide show.
 - If you see a blank screen upon logging in – this indicates that the Adobe Flash Player software on your computer needs to be updated. This software may be updated by going to the following website: <http://get.adobe.com/flashplayer/>
 - Once you start the training, you may exit at any time. When you log back in, the presentation will pick up where you left off.

- In order to move through the training slides, you will need to use the small left and right arrows found at the bottom of the training slide.
- Once you have viewed the entire presentation, you are done! An electronic record indicating that you have completed the training will be retained in the system and the district will be notified.
- It is not necessary for you to print a Proof of Training form for the Bethlehem Central School District; however, if you would like a Proof of Training form for your records or to show another employer, this can be found on the left side of the user screen once you close out of the slide presentation. You will want to click on the newly appearing green link right below the link that you clicked to access the training slides. If the link is not green and says “locked,” this means that you did not complete the training successfully (you may have missed a question or not viewed all of the slides).

For technical issues or problems using the system, please contact: Ian Feinstein at ifeinstein@bcsd.neric.org.