Instructions for Accessing the Online BCPS Volunteer Orientation Course and Handbook

1. Using your web browser, go to:

   http://bcpsvolunteers.md.safeschools.com/register/0c626573

2. Enter the required information. (First name, Last name, Username)

3. 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.

PLEASE ENTER THE FOLLOWING INFORMATION
YOUR FIRST NAME
YOUR LAST NAME
YOUR NEW USER NAME
SELECT YOUR LOCATION — Click here to choose location

Enter your information and create a user name

Click here to select school

OPTIONAL

YOUR E-MAIL ADDRESS
CONFIRM YOUR E-MAIL ADDRESS

REGISTER

Click here to register

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.

4. Once you click "Register," you'll see a verification page. Click the link on that page to continue to the training site.

Congratulations jim, you have been registered as **nulsenjb**. Please continue to the training page.

Click this link to access the training.

5. 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.

6. Once you have completed the BCPS Volunteer Orientation, click on "Get a 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.

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:

http://bcpsvolunteers.md.safeschools.com/login

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:

Sean Patterson
Office of Family & Community Engagement
Spatterson2@bcps.org
410.887.4329

Or visit us online at:

www.bcps.org/community/volunteerinfo/