

MEMO

TO: All Capital Region BOCES Substitutes
FROM: Carol J. Bohuslavsky, BOCES Safety Specialist
DATE: August 2, 2017
RE: Online Hazcom and BBP Training

PLEASE PRINT THESE INSTRUCTIONS OUT IF YOU HAVE ACCESS TO A PRINTER

IF YOU ARE HAVING TROUBLE ACCESSING THE TRAINING, IT COULD BE THE WEB BROWSER YOU ARE USING. IF YOU NEED TO UPDATE TO THE LATEST VERSIONS – HERE THEY ARE...

- **Supported browsers:**
 - Firefox 3+ [Download the latest version](#)
 - Internet Explorer 9+ [Download the latest version](#)
 - Safari 3.1+ [Download the latest version](#)
 - Google Chrome [Download the latest version](#)

NOTE: YOU MUST FILL IN THE ONLINE COMPLETION FORM – WHICH IS THE LAST STEP IN THE TRAINING FOLDER(S). IF YOU DON'T FILL OUT AND SUBMIT THIS FORM, YOU WILL NOT BE NOTED IN THE SYSTEM AS HAVING COMPLETED THE TRAINING.

NOTE #2: IF YOU ARE A NEW USER OR IF YOU PREVIOUSLY REGISTERED/ SIGNED UP USING ANYTHING OTHER THAN YOUR E-MAIL ADDRESS FOR YOUR "E MAIL OR USERNAME", CLICK ON "SIGN UP" AND CHOOSE TO ENTER AS A "STUDENT".

NOTE #3: IF YOU PREVIOUSLY REGISTERED/SIGNED UP IN SCHOLOGY USING YOUR E-MAIL ADDRESS AS YOUR "E-MAIL OR USERNAME", YOU WOULD "LOG IN" (NOT "SIGN UP"). CHOOSE TO ENTER AS A "STUDENT".

Please read this document to the end. It is recommended that you print it out as well.

Any Capital Region BOCES Substitute who works in the following positions must take the Bloodborne Pathogens (BBP) Training each year:

Substitute Nurses

Substitutes assigned to a BOCES special education building or classroom – who work one-on-one with special education students requiring personal care.

If you are not in either of the above categories, please disregard all references to the BBP training.

All substitutes should first complete the Hazcom training. Then – if you are in one of the covered categories noted above – you must register for and complete the BBP training, using the same instructions as for Hazcom. You must “join” each course and enter the access code for each course.

- The Access Code for your 2017-2018 **Hazcom** training is **WQWQD-ZMXPM**

The Access Code for your 2017-2018 **Bloodborne Pathogens** Training is **Z6B7B-B4R9Q**

Please write down or copy and plan to paste these codes, so you have them available when prompted to enter.

Sign Up/Log In

Go to www.schoolology.com

FYI: If you **don't have an e-mail address**, you can create an account using an “E-mail or Username” of your choosing. Enter your choice and then use the password “substitute”. Once you logout, you would be able to log back in by entering the same username and password you created. You will also be prompted to enter your zip code. At this point, you would need to enter 12205 and select Northeastern RIC from the dropdown that appears. *Read through and follow all of these instructions before entering the system. Remember to sign up as a “student” when given the option.*

IF YOU DO HAVE AN E-MAIL ADDRESS...DETERMINE WHETHER YOU SHOULD CLICK ON “SIGN UP” OR “LOG IN” AT THE TOP RIGHT CORNER BY READING THE CHOICES BELOW. ENTER AS A “STUDENT” WHEN GIVEN THE OPTION.

CHOICE #1:

IF YOU ARE A NEW USER OR IF YOU PREVIOUSLY REGISTERED/SIGNED UP USING ANYTHING OTHER THAN YOUR E-MAIL ADDRESS FOR YOUR “E MAIL OR USERNAME”, CLICK ON “SIGN UP” AND CHOOSE TO ENTER AS A “STUDENT”.

Enter the Course Access Code when prompted.

Your “E MAIL OR USERNAME” will be your e-mail address.

Your PASSWORD will be “substitute”.

- Complete the Sign Up for Schoology form and click “**Register**”
- You will see a message “You have successfully joined the course”.
- Click on “**Courses**” at the top of the screen. The title of the course will appear. Click “**Join**” at the bottom of the box.
- Enter the access code again where prompted and click on “**Join**”
- The folder will appear.

- Open the folder by double-clicking on the title. You must go through each item in sequential order.
 - See “**Course Instructions**” below.
-

CHOICE #2:

IF YOU PREVIOUSLY REGISTERED/SIGNED UP IN SCHOOLOGY USING YOUR E-MAIL ADDRESS AS YOUR “E-MAIL OR USERNAME”, YOU WOULD “LOG IN” (NOT “SIGN UP”).

Enter the Course Access Code when prompted.

Enter your e-mail address for the “E MAIL OR USERNAME”

Then – click on “Forgot your password”. Enter your e-mail address on the next screen. The system will send the link to your e-mail address that will allow you to change your password. Change your password to “substitute”. Go back into Schoology and enter your e-mail address and “substitute”.

- Click on “**Courses**” on the screen that appears.
 - Click 'Join'
 - Enter course Access Code and click “**Join**”
 - The folder will appear.
 - Open the folder by double-clicking on the title. You must go through each item in sequential order.
 - See “**Course Instructions**” below.
-

Course Instructions

- Click on the first item – the presentation – to open it.
- You must view all slides in both the Hazcom and the Bloodborne Pathogens (if you are in one of the covered categories listed above) presentations.
- Click “Next” at the top right when you are done with each item.
- You must take the quiz – and score at least 80%. When taking the quiz, click on “Start New Attempt” when the screen appears. After filling in your answers, click on “Review Answers”. Once you review and want to submit, click on “Submit: at the bottom of the screen.
- Complete each course element in order, clicking “**Next**”, when you are finished with each item. When you complete the Online Hazcom Completion Form, you are done. If you don’t perform this last step, you will not be noted as having completed the course.
- You will then see a message indicating that you have completed the course.

Other items in the folder...

1. Consent/Declination Form (in BBP Training Folder only)

Signing the Consent Form indicates that you want the vaccine and signing the Declination Form indicates that you do not want the vaccine.

If you have been vaccinated and you are completing the Declination Form, you do not have to provide the dates upon which you previously obtained the vaccine, unless you happen to know them off-hand.

Send your completed form to Jean Holst, Secretary at the Human Resources Department at Central Administration as instructed on the form.

IF YOU DO NOT WANT THE VACCINE AND YOU HAVE PREVIOUSLY COMPLETED A DECLINATION FORM FOR BOCES, YOU DO NOT HAVE TO COMPLETE ANOTHER ONE.

2. Proof of Training (POT) Form (in both Hazcom and BBP Training Folders)

You may print this out for your records if you choose.

You DO NOT have to submit a POT Form to anyone at Capital Region BOCES for any reason. If you complete the training, you are automatically recorded as having done so.

Exposure Control Plan (in BBP Training Folder only)

You may view this plan if you would like to. There is no requirement to view it.

TIPS:

- This training will work best on Windows PCs (computers, laptops, tablets), Macs, and Chromebooks.
- If you experience difficulties with the training, you may e-mail Carol Bohuslavsky at carol.bohuslavsky@neric.org

TROUBLESHOOTING & QUESTIONS:

- **Question: What if I inadvertently register for Schoology as an *instructor* rather than a *student*?**
- There are two options:
 - You may delete your instructor Schoology account associated with the e-mail address and create a new account with that e-mail address. A video is available [here](#) that explains how to delete your account.
 - You may register as a new student and create a new account by using a different email address.
- Click [here](#) for a helpful blog here that answers questions about Schoology.