



**Springfield
Public Schools**

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ALL school district employees, including educational assistant and custodial substitutes, coaches, and activity leaders, are required to take and successfully complete SafeSchools training.

SafeSchools Training is a series of online course tutorials. Each course has a brief test after each tutorial. The training sessions are required by the school district, the Oregon Department of Education or state/federal law. You do not need an SPS email account to access SafeSchools.

Login instructions:

1. Go to: <http://www.sps.or.safeschools.com/login>

2. Login with your username:

Current employees: Your username is the FIRST TWO LETTERS of your LAST NAME, and the LAST FIVE NUMBERS of your SOCIAL SECURITY NUMBER

Current registered substitutes: Your username is the FIRST TWO LETTERS of your LAST NAME, and the EIGHT (8) DIGITS of your BIRTHDATE

OR

The FIRST TWO LETTERS of your LAST NAME, and the LAST FIVE NUMBERS of your SOCIAL SECURITY NUMBER

3. Start your course tutorials. If you cannot complete a course within one sitting, just log out. Once you log back in you will continue your course where you left off

Trouble logging in OR you don't have access to a computer? Contact Human Resources at hr@springfield.k12.or.us or 541.726.3203.