

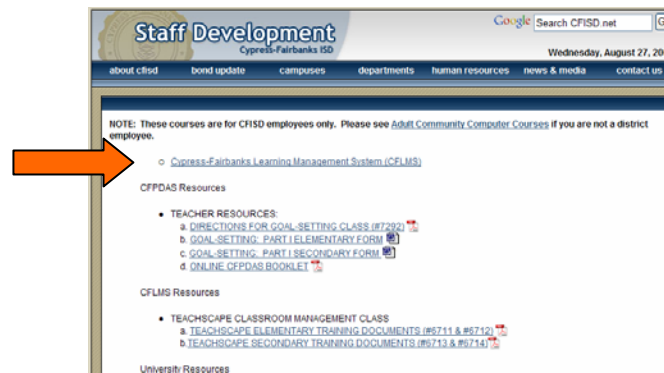
Instructions for Accessing and Completing the Required *Online District Health and Safety Course*

The Required Online District Health and Safety Course consists of six modules and is available on the internet. The modules are:

- ✚ Bloodborne Pathogens
- ✚ Child Abuse Prevention
- ✚ FERPA
- ✚ Hazardous Materials
- ✚ Sexual Harassment
- ✚ Acceptable Use Policy/Copyright

ACCESSING THE ONLINE CLASS

- ✚ Go to the CFISD home page (<http://cfisd.net/>).
- ✚ At the top right side of the home page, access the “Quick Links” drop-down menu and select “Staff Development.”
- ✚ Click on “Cypress-Fairbanks Learning Management System” (CFLMS)



- ✚ Log in with your *Novell Login* (ljm10101) and your *Employee ID#*.



- Click on **“Current Class List.”**
(If you were pre-registered, the **“Online Health and Safety Compliance Course-off Contract “2009-10”** should be in your current list.)
- Select **“Launch”** to access the class.



- If you are **not** pre-registered, **SEARCH** for either **Class #13523 on-tract)** or **Class # 13524 (off-contract)** and select **“Add to Cart.”**



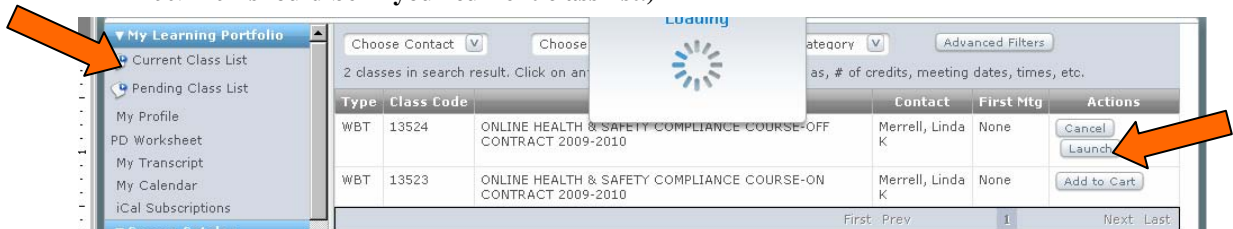
- Select **“Check Out.”**



- Click on **“Finalize.”**



- Click on **“Current Class List”** and **“Launch.”**
(If you were pre-registered, the **“Online Health and Safety Compliance Course-off Contract 2009-10”** should be in your current class list.)



- Select **“Launch”** to access the class.

COMPLETING THE ONLINE CLASS

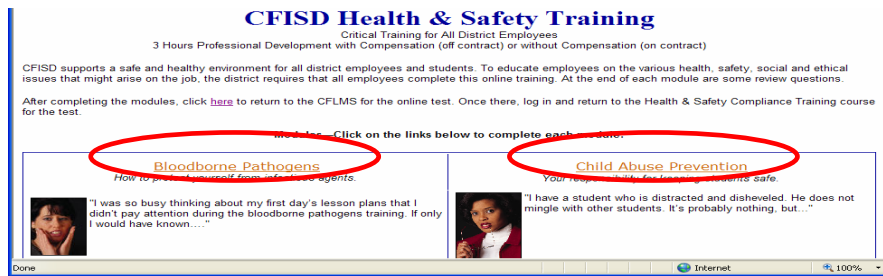
✚ Select **“Launch.”**



✚ Click on **“Begin the Health and Safety Training.”**
(HINT: This window will automatically minimize as the training modules window opens. DO NOT close this minimized window, you will need it again later.)

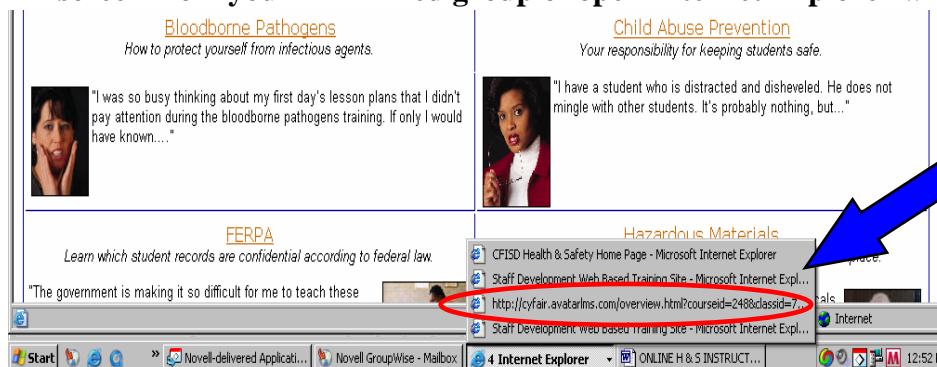


✚ Click on the title links to complete each of the modules.



COMPLETING THE TEST AND ACQUIRING YOUR CREDIT

✚ After completing each of the modules, maximize the **cyfair.avatar.com** screen from your minimized group of open Internet Explorer windows.

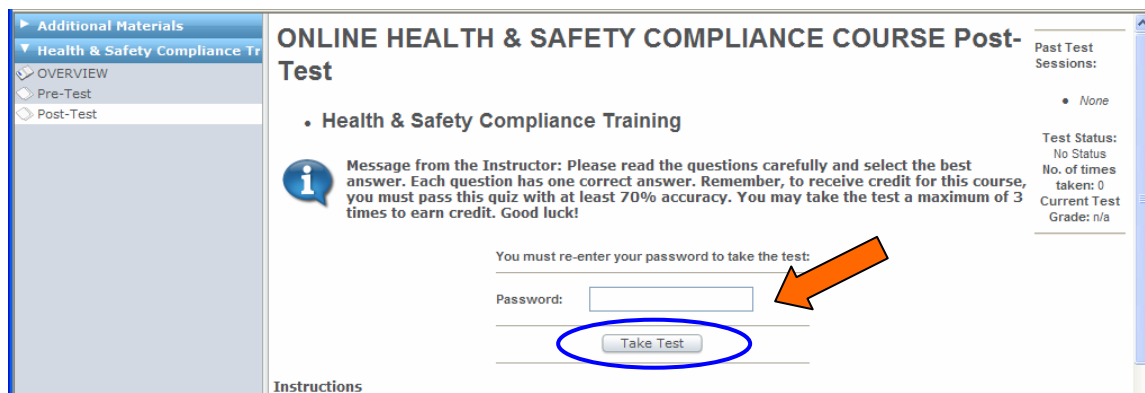


(HINT: If this screen is gone, you must go back and re-launch the course again until you reach the opening screen shown below. The link from the Training Modules page does NOT hyperlink directly to this page.)

Click on “Post-test.”



Enter your Employee ID# as your “Password” and click ‘Take Test’



Follow the testing prompts to complete the test, check responses and then submit for digital grading. Upon passing your post-test, your Online Health and Safety Course is complete.