

## INSTRUCTIONS TO ACCESS AND COMPLETE ON-LINE EMERGENCY RESPONSE PROCEDURES TRAINING

### Steps To Complete On-line Training:

1. Using a computer with internet access, type in the following address into the webbrowser:

<http://ocmboces.org>

Note: For best results go to website directly from webbrowser and not from link within an email.

2. From the OCMBOCES Home Page, mouse over “**Menu**” and choose **Health & Safety** under ‘Quick Links’.
3. From Health & Safety, scroll down to “**Online Training**” and click on “*Emergency Response Procedures Orientation Training*”.
4. View the presentation using the forward ">" or back "<" arrows at the bottom of the screen OR the ‘**Page Up**’ and ‘**Page Down**’ buttons on your keyboard.

**NOTE:** Questions Should Be Directed To: David Daignault, Safety Coordinator, 315-431-8591

5. There is NO quiz with this training module.
6. At the end of the presentation, you will be prompted to “Register Your Participation in the Training Database”. Click on the link. Enter your Last Name, First Name, Job Title (i.e. Teacher Assistant), District (**choose your District from district pull down**), and type in your Building/Worksite (i.e. Jr./Sr. High School). Please enter **brief** descriptions when entering Title and Building (work location).
7. Click “**Submit Form**”. Your information will be electronically recorded in a database.

Note: This platform does not create optional certificates.