

## How to Access Monongalia County Schools Volunteer Training Policy 2016-2017

*All Volunteers need to complete this training per Monongalia County Schools Policy 8-15*

1. Go to Monongalia County Schools homepage: <http://boe.mono.k12.us>.
2. Click on **District Info** tab across the top of page.
3. Click on **Divisions** tab on side of page.
4. Click on **Pupil Services** tab on side of page.
5. Click on **Safe & Supportive Schools** tab on side of page.
6. Click **Monongalia County 2016-2017 Volunteer Training**.
7. Type **guest** in as username and then click **Sign In**.
8. Click on **Log Me In!**.
9. Click on 16-17 Volunteer Training (Custom).
  - a. Notice that it will say **Completed** in the Status column but you will still need to take the course.
10. Click on **Volunteer Training PowerPoint**. (Even though it says **Completed**).
11. Please read the instructions and click on **Volunteer PowerPoint**.
12. Click **Open** to view the PowerPoint.
13. Follow the instructions on PowerPoint.
14. Click **Slide Show** and choose **From Beginning** at top of page.
15. Complete training by viewing the PowerPoint.
16. On Page 15 of PowerPoint, Click on **Here** to take quiz.
17. Provide First Name, Last Name, School(s) volunteering at, relationship to school, email and answer 10 quiz questions in box.
18. Click **Submit** at the bottom of the page.
19. You will receive a message on the screen that gives your score and if you have passed the training. If you passed it will say, "**You have been added to the volunteer list**". It will also say, "**Please allow at least a week for the list to be updated at the school**".
20. If you did not receive a score of 8 or better then you will receive a message that says, "**Your score was not enough to permit you to volunteer in our schools**". Please wait at least 2 days before going through the process again.
21. Thanks for Volunteering with our schools and Good Luck.

### Troubleshooting for Monongalia County Schools Volunteer Policy Training

- PowerPoint and Quiz can be viewed on an iPad or iPhone.
- After clicking on the Monongalia County Volunteer Training link on the webpage, a dialogue box may appear asking how you want to open the power point, by downloading or saving. By clicking "download" the power point should open on computer.
- A dialogue box may appear asking about secure sites. Click yes to open.
- If using Internet Explorer for training, if a log in is required, try Google Chrome.

