

## Public School Works

### Logging On

1. From our website click the For Staff link and then click the Staff Training Link.
2. Once you have been redirected to the Public School Works site click LOGIN in the top left corner.



3. Your Username will be the first letter of your first name and your last name (i.e. ehaan) and your Password will be the last four digits of your SSN (i.e. 1234). Enter this information and then click the submit button.

**PLEASE READ**

**User Name:** enter the first letter of your first name added to your last name (e.g. jsmith for John Smith).

**Password:** enter the last 4 digits of your social security number.

User Name

Password

4. You will then be prompted to update your logon. You will see this window every time you logon but after the initial setup you should be able to simply click the button that says "Click here when correct". The first time you logon you will need to choose your primary occupation, your secondary occupation if applicable (i.e. bus driver), your primary work site, and finally your department. If you teach multiple grade levels and one of those includes grade 7, choose certified staff grade 7. If you teach multiple grade levels and one of those includes grade 8 but not grade 7 choose certified staff grade 8.

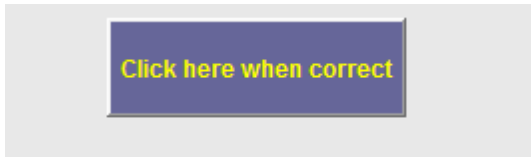
Primary Occupation:

Secondary Occupation:

Primary Work Site:

Department:

5. After you have filled out the information correctly click the button that says “Click here when correct”.



## Begin Your Training

1. Your training will be listed in the body of the webpage. Click on the “Enter Class” link next to one of your courses to begin taking the training associated with that course. You will have a short quiz at the end of the training to verify you understood the topic.

[Click here to view your annual training plan.](#)

[Click here](#) for a more detailed explanation of this screen and instructions.

2. If you click on the above link in your browser you will view your entire annual training plan and you may cycle through the upcoming years by click the “Next Year” link.