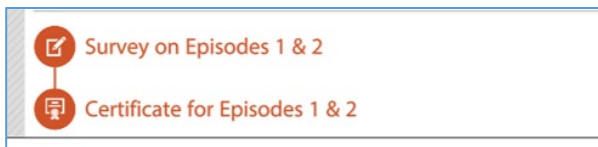


Completing the Kognito Trauma & Grief Informed Training (Safe Schools)

1. Follow the directions attached for Kognito to create an account and to complete the training. Once you have selected the appropriate grade level and completed all of the training modules, you will be asked to take a survey and then can print your certificate.

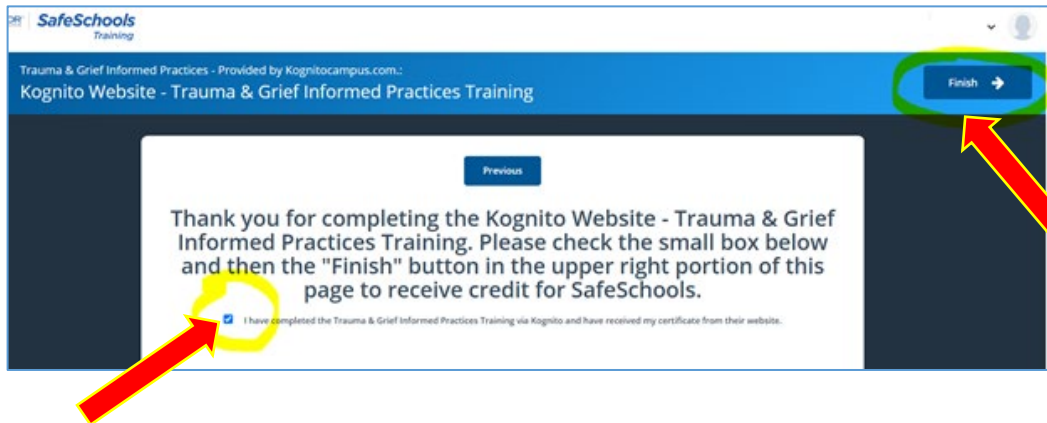


2. The next step is to finish the process in [SafeSchools](#). You will need your EIN.
3. Once you log back into Safe Schools and select the training again, you will be taken to the course main screen. If you have completed all of the course, simply hit the back button. You will see the course description with the course highlighted in BLUE – the blue "Next" button at the bottom of the page will be greyed out. Click on the BLUE course name.

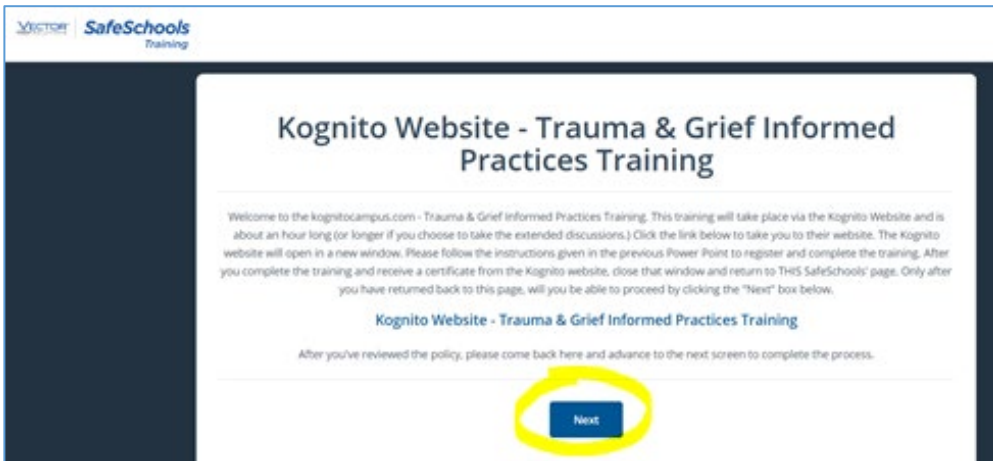


4. Once you click on the BLUE course name, it will take you to the confirmation page. You must do TWO things:
 - a. Click on the box to confirm that "I have completed the Trauma and Grief course...."
 - b. Click on the dark blue FINISH button in the upper right hand corner. IMPORTANT: You MUST check the box to acknowledge you have completed your training (see highlighted) BEFORE you click on the "Finish" button in the upper right hand corner.

Completing the Kognito Trauma & Grief Informed Training (Safe Schools)



5. You should see the screen below which now shows the blue NEXT button



activated – click the NEXT button.

6. Once you have followed those steps, you should receive notice that both sections are completed. You're done!

