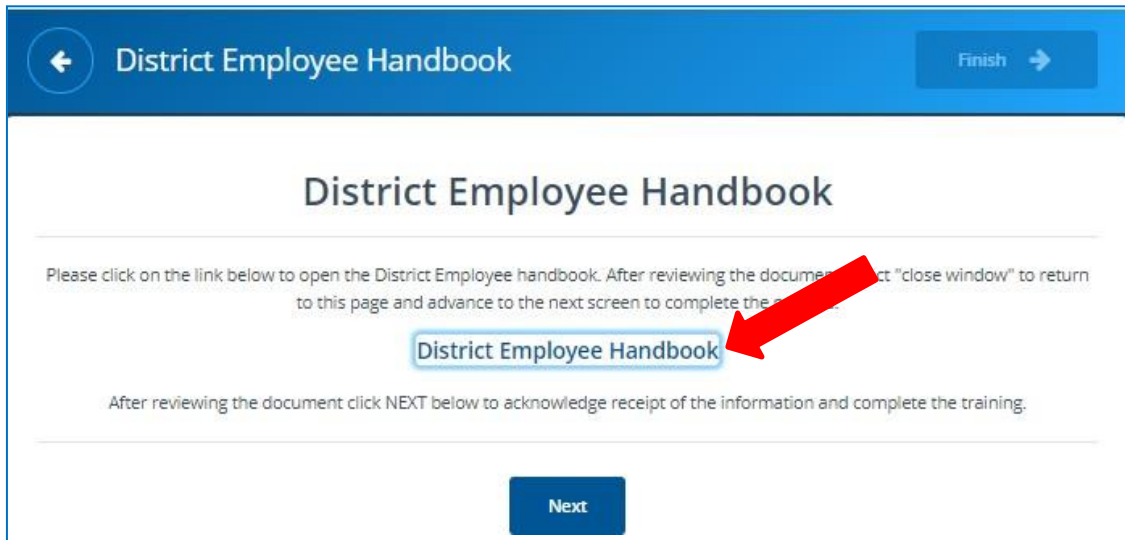
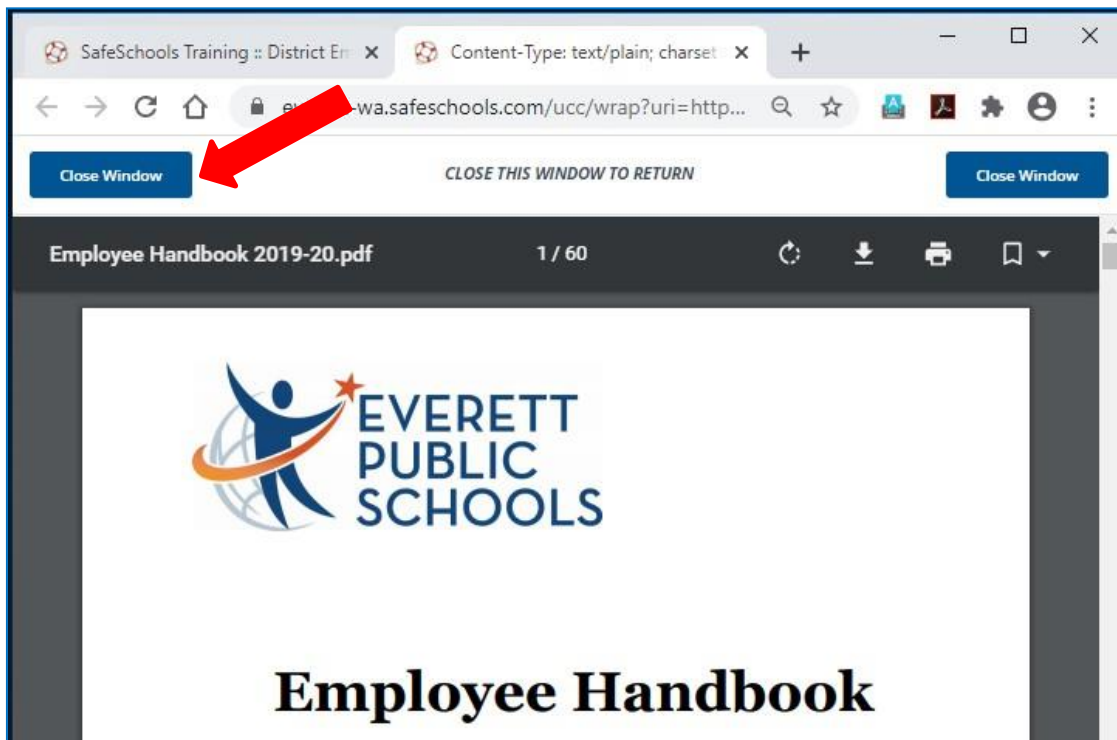


Note: When reviewing the staff and/or district handbooks it is important to **FOLLOW ALL STEPS** through completion.

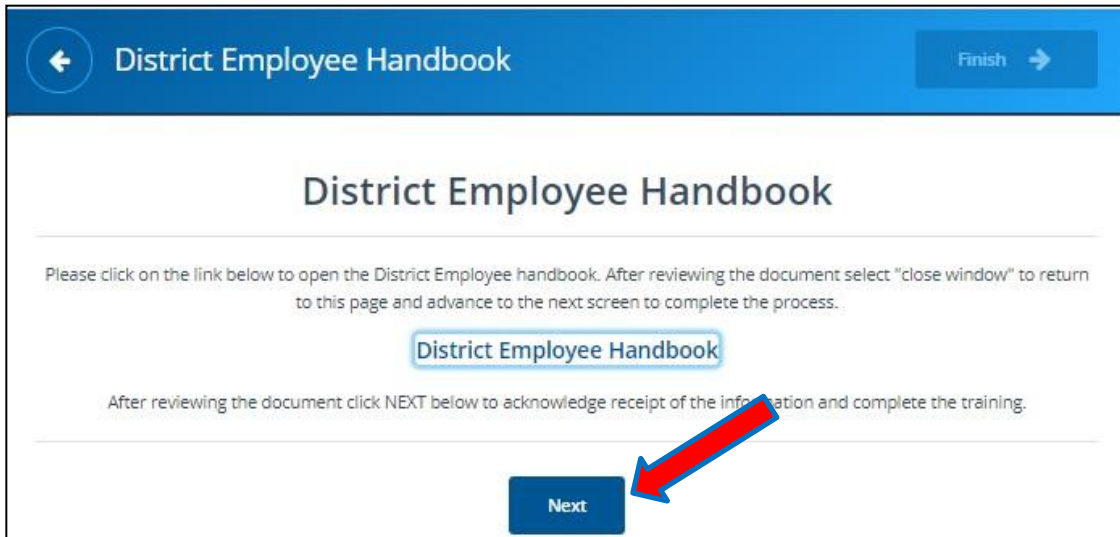
1. Click the title link to review the training document



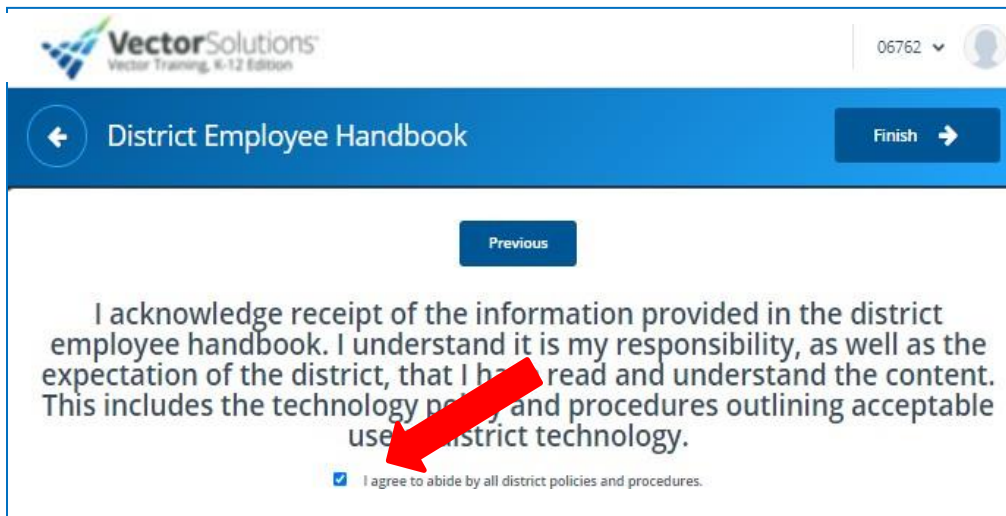
2. After reviewing the document select "close window" to return to this page and advance to the next screen to complete the process



3. After you "Close Window" click NEXT



4. Mark the check box to "Agree" and acknowledge receipt of the information
5. Click "Finish" to complete the training



#### Helpful Hints

- Use volume as videos have sound
- Use Google Chrome, Firefox or Safari (not Internet Explorer)
- It is not necessary to notify Human Resources regarding completions

Professional Development  
[pd@everettsd.org](mailto:pd@everettsd.org)  
425-385-4127