SAFETY AND SECURITY

Please follow the instructions below to access the Safety and Security PowerPoint and quiz. When you have successfully passed the quiz with a score of 70% or higher, print the results and return them to the Human Resources Office.

1. First you must establish a username and password, please log into password.wallace.edu to establish your user name and password.

Username = first initial first name, last full name (example if the employees name was Suzie Simple, the user name would be: simple

Temporary Password = WccdYYNNNN the YY = is the last two digits of your year of birth, and the NNNN is the last four digits of your employee number (example, if you were born in 1980 and your employee number was 123456, the temporary password would be: Wccd803456)

Once you have established your password, please follow the directions below.

1. From the wallace.edu homepage, login to Blackboard with the username and password you created.
2. Click on the Professional Development Course link on the right side of the page.
3. Click on the Human Resources folder.
4. Choose the Campus Safety and Security information.
5. Choose the preferred file type for the presentation, either PowerPoint or PDF.
6. Review Presentation.
7. Click on the link to take quiz. Type in your FULL NAME and the passcode 1141
8. Print the results and submit to HR