



SAFESCHOOLS

This document will direct you on how to access, register, and log into SafeSchools.

This document is for: Faculty/Staff

Applicable for: Elementary/Middle/High

Revised: 06/5/19

ACCESSING SAFESCHOOLS (ESTABLISHED ACCOUNTS)

DIRECTLY ACCESSING THE SAFE SCHOOLS WEBSITE

1. Open your browser
2. Go to <http://dorchester2.sc.safeschools.com>
3. Log in with your username which is firstname_lastname (ex. john_smith), or the username you selected through the "Self-Registration" feature.

FROM THE DORCHESTER TWO SITE

1. Open your browser.
2. Go to <http://do.ddtwo.org>.
3. Click on **Faculty & Staff**.
4. Click on **SafeSchools**.
5. Under Links, click on the **SafeSchools Site** link.
6. Log in with your username which is firstname_lastname (ex. john_smith), or the username you selected through the "Self-Registration" feature.

SELF-REGISTRATION (NEW ACCOUNTS)

*Please do not complete the self-registration process if you already have an existing SafeSchools account.

1. Open your browser.
2. Go to <http://do.ddtwo.org>.
3. Click on **Faculty/Staff**.
4. Click on **SafeSchools**.
5. On the left hand side menu, click on **Self Registration for New Accounts**.
6. Locate and select your **assigned position/ classification**.
7. Complete all the required fields
8. It is recommended that you select an easily remembered username. In the even that your username is misplaced or forgotten, please contact Risk Management or your school site Safety Officer for assistance. **Please do not establish duplicate accounts.**

9. To locate and select your building, please be certain to click on the + symbol next to the grade level. This will bring up all school sites within the selected grade level.
10. Select **your assigned school site**.
11. Enter your district e-mail address. (For employees that do not have district e-mail address, please enter your personal e-mail address). This will enable you to receive updated SafeSchools alerts and information.
12. Click on the **Register** button to finalize the registration process.