



July 3, 2018

Dear Substitute:

It is time for our annual substitute update. To be considered eligible for substituting in Cherry Creek School District for the 2018-2019 school year, you must view and answer the questions within each of the following interactive videos:

- **What You Need to Know**
- **School Safety**
- **Child Abuse & Neglect (this video does not have questions)**

This is an *annual* requirement of all employees. These videos are viewable from any web-based device that allows for audio/video (i.e., most smart phones, laptops, computers, etc.).

By viewing and correctly answering the questions for each video – you will complete your “update” action for Cherry Creek School District for the upcoming school year.

**WHEN:**

The three videos are available to view starting today **July 3, 2018**. The deadline for viewing will be **August 10, 2018**.

To access/view the two videos, go to **my.cherrycreekschools.org** and sign in with your Active Directory credentials. Next, click on “MyEmployee” to find the “What You Need to Know” tile and the “School Safety” tile. For each video, click on the appropriate tile then click “start” to begin viewing. If you do not know or remember your Active Directory login credentials, **contact our IS Help Desk at 720-554-4357 for assistance and/or technical support.**

A series of questions are embedded in the videos. If you do not answer correctly, the system will take you back to review the section you answered incorrectly. You **will not** receive a confirmation after completing each video. (Please allow approximately 30 minutes to view both videos.)

**If you do not act by August 10, 2018, your name will be removed from our active substitute list.**

**Any videos that you have viewed prior to July 3, 2018 will not count.**

Finally, in order to remain active as Substitute in the Cherry Creek School District, you will need to substitute once every 60 days between August and May during the 2018-2019 school year as well as maintain an active CDE License or Substitute Authorization. Please contact the Substitute Office if you have additional questions.

Thank you, and welcome back!