

## **FOR DESIGNATED VOLUNTEER-**

### **PRIMEX ONLINE TRAINING**

Designated volunteers are able to create an account with Primex and take the **Bullying and Cyberbullying for Schools K-12**. This training needs to be done to be able to volunteer at our schools as a designated volunteer.

Instructions:

The contractor will need to create the account at: <https://www.nhprimex.org/account/>. Please make sure to set up your account under the Raymond School District NOT the Town of Raymond.

Once logged into the Dashboard choose the "Explore Training" from the left side menu. Scroll down the page to the "Online Training" box then scroll down again to choose the training.

Once you have completed these trainings, you need to print/download your certificate of completion. You will need to log out of your account and wait at least 20 minutes before you can retrieve your certificate. Please go to your dashboard, left side of screen, go to "My Training" and click "Download certificates" or your training transcripts will be listed on the bottom of this page for you to download.

Please submit these certificates to the Human Resources Department.

If you have followed these instructions and are having difficulty connecting to the online training, please call Primex at 225-2841 for technical support.