

Employee Acknowledgement Form

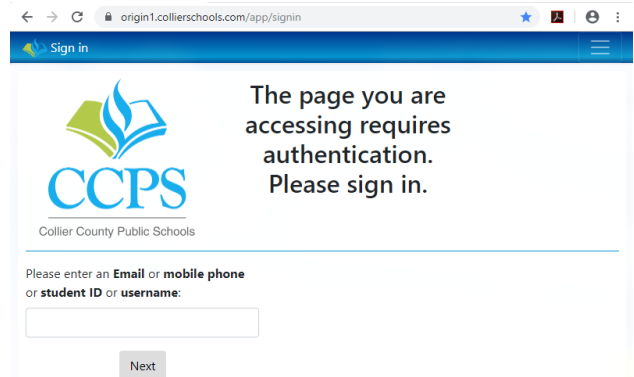
This form must be completed 30 days within your hire date.

Yearly review/acknowledgement of district policies and administrative procedures are available through the CCPS Portal using the link below – **this link will only work when using Google Chrome.**

Accessing the Employee Acknowledgement Form

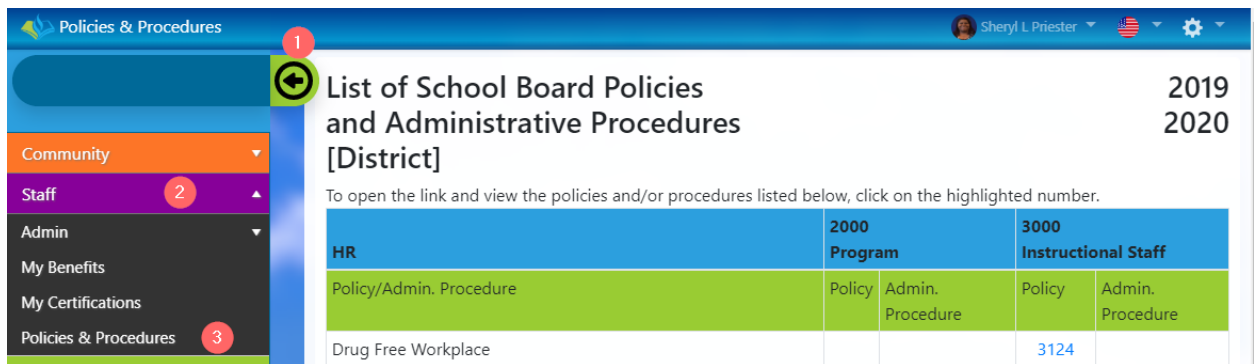


1. Open your CHROME browser. Chrome is the preferred browser.
2. Visit <https://origin1.collierschools.com>
3. Enter your network username.
4. Click Next.
5. Log in using your CCPS network username and password.



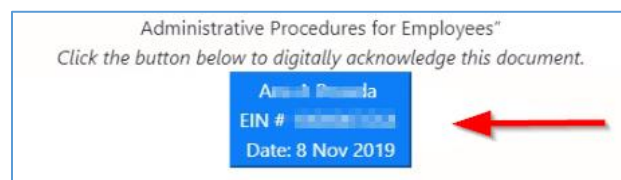
Accessing the Employee Acknowledgement Form

1. Click the green arrow on the left to expand the sidebar menu.
2. Select Staff.
3. Select Policies & Procedures.



4. Review each policy and/or administrative procedure by clicking on the individual number (**blue link**).
5. Acknowledge that you have completed the review by clicking on the **blue button** at the bottom which contains your name, your EID, and the current date.

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If you have any issues accessing the link or acknowledging the review, please contact the Help Desk at 239-377-0445 or helpdesk@collierschools.com.

Thank you.