

LOGIN INSTRUCTIONS TO ACCESS NATIONAL SAFETY COUNCIL'S DEFENSIVE DRIVING COURSE, DDC-ONLINE

New Students -

1. Go to **www.safetyserve.com/swv**
2. Click on "**New Student**" and then click "**New Student Registration**".
3. Type in "**cl04**" as your ACCESS CODE and click "**Submit.**"
4. You will be presented with a registration page. Type in your information, including a login ID and a password of your choice, then click "Submit." (**Please note** – you will receive a confirmation email reminding you of the login ID and password that was created for access to the site for use at a later date. **Do not register again as a New Student.**)
5. You will be presented with the "My Place" page. Click on **Safety** and then click on **NSC Defensive Driving Course** under available courses to begin the course.

Returning Students -

1. Go to **www.safetyserve.com/swv**
2. Click on "**Returning Student**" button.
3. Type in your login ID and your password, created by you during registration, and click on "Login."

***Certificate of Completion** – After successful completion of the course, you will have the chance to print out the Certificate. The Office of Health and Safety requires a copy of that certificate and a copy of the applicant's driver's license. Please bring both documents to Anthony Salatino in the Myers Maintenance Building or submit via campus mail to College Union Box 184.