Running Reports in SafeSchools
A How-to Guide

These instructions will teach you the following:
• How to run reports in SafeSchools for FWISD Administrators and Supervisors

1ST STEP
Log in to SafeSchools using your active directory and password at https://fwisd-tx.safeschools.com/login
Or log in by clicking on SafeSchools on My FWISD Apps.

It will take you to your profile’s home page.

2ND STEP
Click on the Admin Area Button to access reports.
3rd Step
Click on the Reports Button.

4th Step
Click on the Compliance By Person Button.
Click on the Generate Button to generate your report.

5th Step
Click on the Export as Excel Button. It will create an Excel spreadsheet with a complete report of employees listed.

Questions?
Email the Classified Learning Department at aracely.chavez@fwisd.org