



## Implementation Process

Award-Winning System Is Easy to Administer and Use!

# 1

### Get Employee Data

To get your account set up, we need 5 basic pieces of information:

1. Employee Names
2. Positions
3. Buildings
4. Usernames (Typically Network Log-ins or Employee IDs)
5. Email addresses if you'd like to use the "Email Notification" feature to inform staff of assignments and give automatic reminders.

To access an "Employee Data Load Template" that will help facilitate the process, log in to your SafeSchools Training site; click on the "Help" tab, then on "Resources."

# 2

### Assign Courses

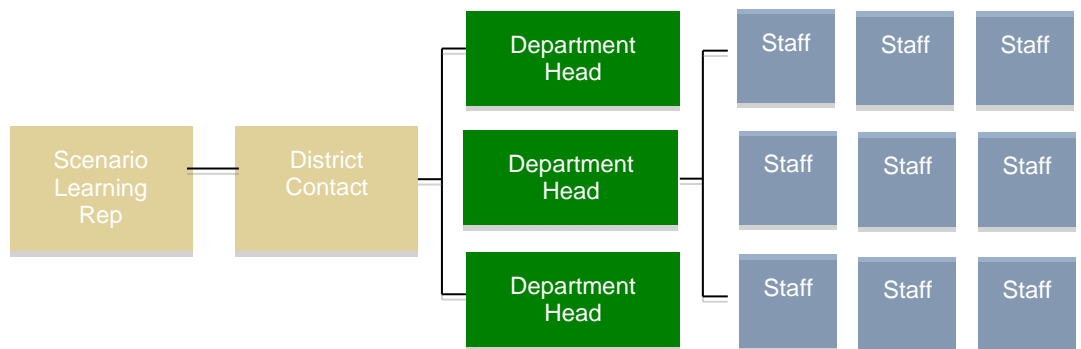
Once your site is populated, you can assign courses. Use our "Training Planner" to set up your training schedule by clicking on the "Help" tab, then on "Resources."

Typically, districts assign courses based on "Groups," or the position codes that we loaded into your SafeSchools Training site. In the "Administrative Area", go to the "Group Training Plan" tab and click on the green plus sign to begin.

# 3

### Roll Out SafeSchools Training

Now you're ready to introduce SafeSchools Training to your district. Before rolling the program out to everyone, it's best to give a brief presentation to the leadership team, first.



# 4

### Activate Email Notification

To use the "Email Notification" feature, go to the "Administrative Area" and click the "Preferences" tab. Click on the "Activate Auto-Email" button and your staff will automatically receive an email alerting them of their assignments.