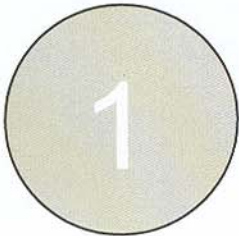




Implementation Process

Implementing the *SafeSchools* Training and Tracking System is as Easy as 1,2,3.!



Get Employee Data

We only need four basic pieces of information to get started:

- 1) Employee Names
- 2) Positions
- 3) Buildings
- 4) Username (Typically network log-in or Employee ID)

Included with the *SafeSchools* Implementation Package is an Employee Data Upload Template, which will facilitate this process.



Assign Courses

Once your *SafeSchools* site is populated, it's time to assign courses. To simplify this process, we've included the "SafeSchools Training Planner," which will help you outline your training schedule.

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



Roll Out *SafeSchools*

Now it's time to introduce *SafeSchools* to the rest of the district. It's a good idea to give a brief presentation to your district's leadership team before rolling *SafeSchools* out to the entire district, so don't hesitate to contact your representative if you need any assistance.

