

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 SafeColleges site; click on the "Help" tab, then on "Resources."

2

Assign Courses

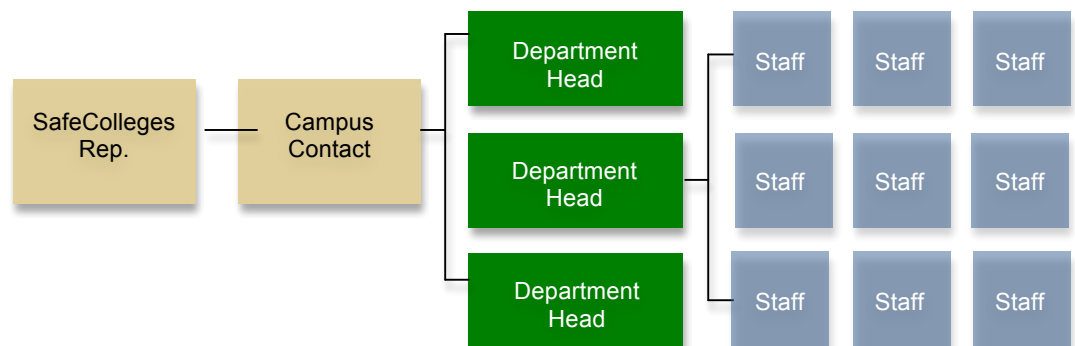
Once your SafeColleges site is populated, it's time to assign courses. Use our "Training Planner" to outline your training schedule. To access the "Training Planner," click on the "Help" tab, then on "Resources."

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

3

Roll Out SafeColleges

Now you're ready to introduce SafeColleges to your campus. Before rolling the program out to the entire campus, 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.