

# Getting ready *to use* SECOND CHANCE

## A Step-by-Step Guide for Program Administrators

### STEP 1:

Once you receive notification that your registration has been approved and activated, log on to [secondchancetobacco.org/admin](https://secondchancetobacco.org/admin). Enter your username and password and click "**Sign In.**"

### STEP 2:

Familiarize yourself with the four main areas of the program administration area:

- **Add a student** – enroll students in the program.
- **Review students** – view all of your enrolled students and monitor their progress. You can "view" or "edit" student records. If you need to delete a student record you have created, contact CDPHE.
- **View reports** – review aggregated demographic information about your enrolled students, along with data from pre- and post-program surveys.
- **Information** – learn about the Second Chance program, youth prevention and education resources, youth cessation resources, information for parents, caregivers and other trusted adults, and a Certificate of Completion.

### STEP 3:

Enroll a student using the "Add a Student" button. Complete the "Enroll Student" form. You need an email address for the student's Username, it does not need to be a real email address. You will assign a Password that includes:

- At least 8 characters
- One upper case letter
- One digit

Once you have completed all the fields, click "**Submit.**" Complete an "Enroll Student" form for each student/ user that you will ask to complete the program.

### STEP 4:

Meet one-on-one with each student you enroll in the Second Chance program, and describe your expectations for completing the program, along with:

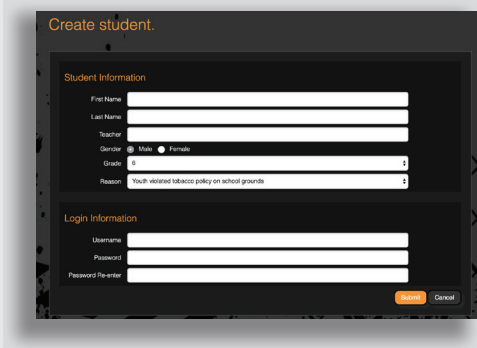
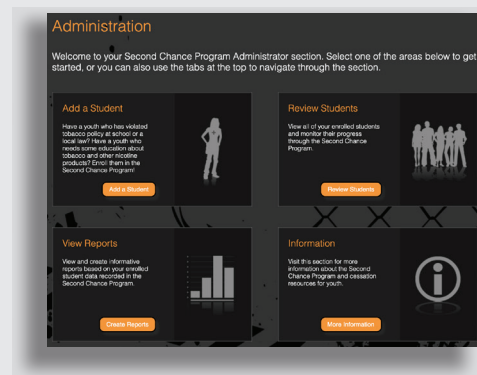
- The program url: [secondchancetobacco.org](https://secondchancetobacco.org)
- The recommended hardware and browser specifications if the student will use a personal computer rather than one on site (see the Information tab).
- The student's Username (email) and Password.
- Information about monitoring progress-that you will check on content completed, how many times the student has logged in, and when he/she last logged in.
- Any additional comments/information that are specific to the Second Chance experience at your site.

## FOR MORE INFORMATION

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For more detail, watch the  
Second Chance Demo video at  
[secondchancetobacco.org/demo](https://secondchancetobacco.org/demo).

