

Getting started with SECOND CHANCE

A Step-by-Step Guide for Program Administrators



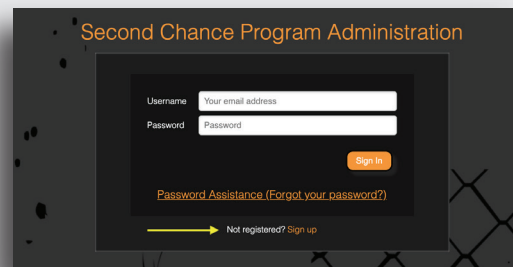
STEP 1: Review the program specifications and check your computer's set-up to make sure it supports the optimal program experience:

- Windows 8, 10
- Mac OSX 10.12 or higher
- Chrome latest version (Recommended)
Internet Explorer 11.0+, Firefox latest version (Windows only), Safari latest version
- Browser must be set to accept cookies
- Minimum screen resolution: 1,024 x 768 pixels

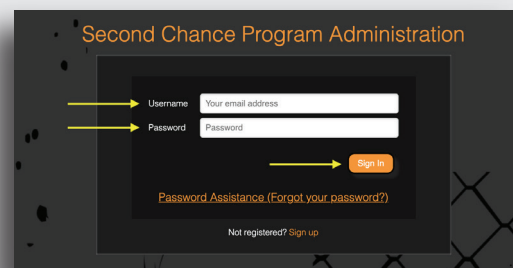


STEP 2: Register to be a Second Chance Program Administrator at secondchancetobacco.org/admin. Click on "**Not registered? Sign up!**"

Complete the **Program Administrator** registration form, and click "**Submit.**" You will receive a confirmation e-mail within 1 business day, along with forms to complete and return. Once the forms are received, the registration will be approved and activated. All this typically takes 1 – 2 business days.



STEP 3: Once you receive notification that your registration has been approved and activated, log on to secondchancetobacco.org/admin. Enter your username and password and click "**Sign In.**"

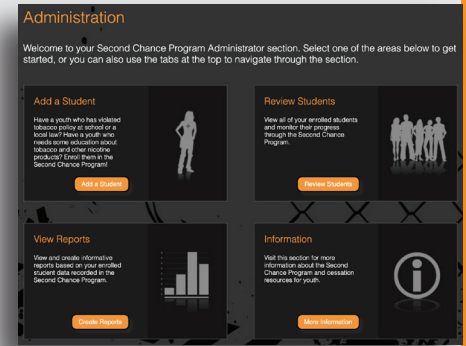


STEP 4:

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 demo graphic 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.

For more detail, watch the Second Chance Demo video at secondchancetobacco.org/demo.



STEP 5:

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.

A screenshot of the 'Create student' form. It is divided into two sections: 'Student Information' and 'Login Information'. The 'Student Information' section includes fields for First Name, Last Name, Teacher, Gender (radio buttons for Male and Female), Grade (dropdown menu), and Reason (dropdown menu with 'Youth violated tobacco policy on school grounds' selected). The 'Login Information' section includes fields for Username, Password, and Password Re-enter. There are 'Submit' and 'Cancel' buttons at the bottom right.

STEP 6:

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**
- 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

Sharon Tracey

Tobacco Program

Colorado Dept. of Public Health & Environment | State Tobacco Education & Prevention Partnership (STEPP)

303-691-4038 | sharon.tracey@state.co.us

