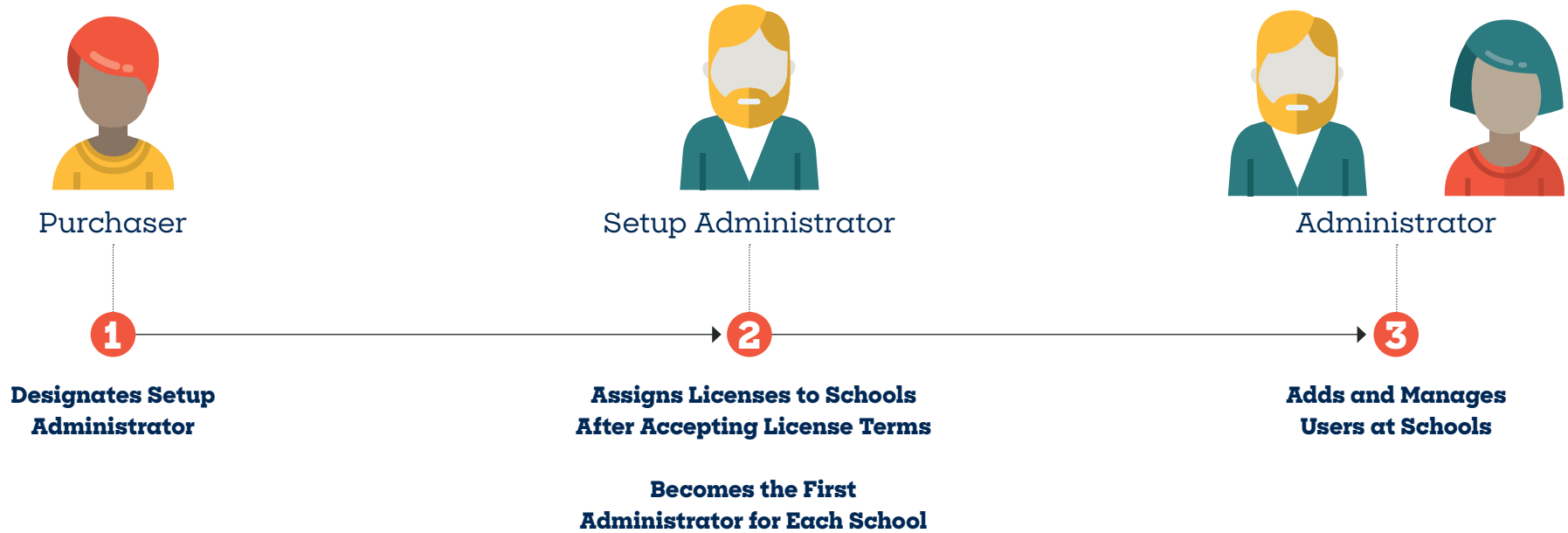


**SECOND STEP® DIGITAL PROGRAMS**

# Assigning Access and Users



## Helpful Tips

- One individual may fulfill one or more roles or delegate to others. It's helpful for each school to have at least two Administrators, including whoever will lead program implementation.
- Verify that all email addresses are entered correctly and work with your IT team to make sure emails from SecondStep.org aren't blocked.
- When you add a new Second Step® license to a school with another Second Step license, existing users will automatically gain access to the new program. This is a good time to update your user list.

**SECOND STEP® DIGITAL PROGRAMS**

# User Roles and Access

Access	User Roles		
	Administrators	Leader Team*	Teachers
User Management	✓		
Progress Reports	✓		
Leader Dashboard	✓		
Leader Supports	✓	✓	
Leader Team Module*	✓	✓	
Online Training	✓	✓	✓
Teacher Supports	✓	✓	✓
Lessons	✓	✓	✓
Microlearnings*	✓	✓	✓
*Only available in Second Step® SEL for Adults			

**Helpful Tips**

If a person serves more than one role, assign the role with the highest level of access.

Encourage everyone to add support@secondstep.org as a safe sender to receive email notifications.