Assigning Access and Users

Purchaser	Setup Administrator	Administrator
1	**2**	**3**
Designates Setup Administrator	**Assigns Licenses to Schools After Accepting License Terms**	**Adds and Manages Users at Schools**
	Becomes the First Administrator for Each School	
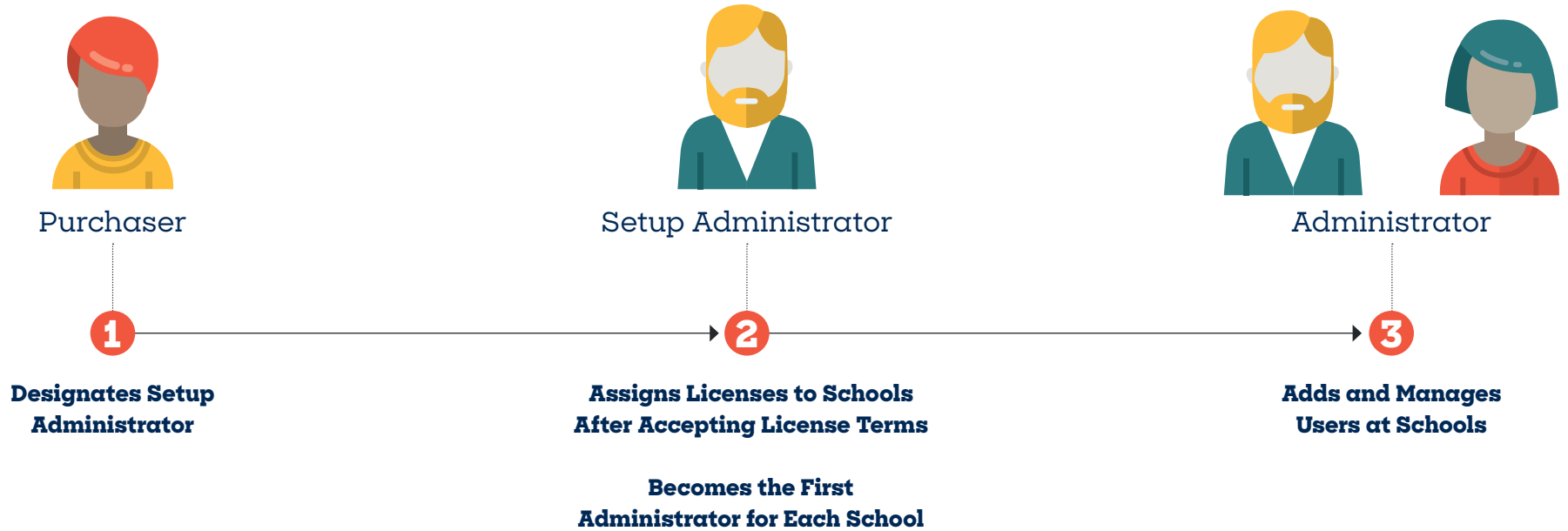
Helpful Tips

- 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.

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.