

How to Access Second Step® Digital Programs & Online Training

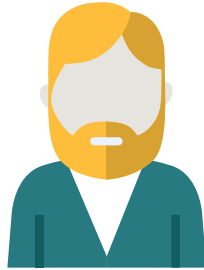
1



Purchaser

Purchaser designates the setup administrator by including their correct email address at time of purchase.

2



Setup Administrator

Setup Administrator assigns a site to each license. They'll be the first license administrator* or site leader**.

[License Management](#)

3



License Administrators* and Site Leaders**

License administrators* and site leaders** manage users (add, remove, or change their license roles) and access progress reports.

License administrators* can teach Second Step digital programs or access online training relevant to their position.

Site leaders** can access the Leader Track, which includes Staff Track content. They also assign selected staff as Leader Team members.

[User Management](#)

4



Teachers*, Staff**, and Leader Team**


Users added as teachers* can teach Second Step digital programs or access online training relevant to their position.

Users added as staff** can access Staff Track content.

Users added as Leader Team** members can access the Leader Track, which includes Staff Track content.

Notes

All roles can be the same person or different people.

 = Add support@secondstep.org as a safe sender to receive these emails.

* For Second Step® programs for Grades K-8, Second Step® Middle School, Second Step® Bullying Prevention Unit and Second Step® Child Protection Unit

** For Second Step® SEL for Adults

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