**Getting started with SECOND CHANCE**
A Step-by-Step Guide for Program Administrators

**STEP 1:** Double check the program specifications to make sure your set-up supports the optimal program experience:
- Windows 2000, XP, Vista or Windows 7
- Mac OSx
- Internet Explorer 6.0+, Firefox 2.0+, Chrome 1.0+, Safari 3.0+
- Browser must be set to accept cookies
- Minimum color depth: 16 Bit
- Minimum screen resolution: 1,024 x 768 pixels
- Flash Version 9.0+

**STEP 2:** Sign up with Second Chance by going to [http://www.secondchancetobacco.org/admin](http://www.secondchancetobacco.org/admin) and click on “Sign up!”

Complete the Administrator Registration form, and click “Submit.” You will receive a confirmation e-mail within 24 hours so that you are able to start using the program.

**STEP 3:** Once you have your access information, log on to [http://www.secondchancetobacco.org/admin](http://www.secondchancetobacco.org/admin).
Enter your e-mail address and password and click “Sign In.”

**STEP 4:**
- a. Visit the “Information” section to review the program background and resources that are available to you.
- b. When you are ready to add students, click on “Add a Student.”
- c. Use the top navigation bar to move from section to section while you are in the Administrator area.
**STEP 5:** Follow the directions at the top of the Student>Add page and complete the student/user record. Click “Submit.” Repeat this for each student/user you want to access the program.

**STEP 6:** Set up a time to meet with each student/user to talk to them about your expectations for completing the Second Chance program. Some key things to cover:

- They access the program at [http://www.secondchancetobacco.org](http://www.secondchancetobacco.org)
- If they aren’t doing the program on site, they need to check that they have the recommended program specifications on the computer they will use (see Step 1).
- Their User ID and Password.
- Let them know that you will monitor their progress and can see what they have completed, if they have interacted with the program notebook, and passed all required tests/reviews.
- Add any additional comments/information that are pertinent to the Second Chance experience at your site.

**STEP 7:**

a. Monitor student progress using the “Review Students” area. Each student record has options to “View | Edit | Delete.”

b. Review data using the “View Reports” area.

c. The filter at the top of the Reports>View page will allow you to see data based on start and end dates and county. To copy a chart/graph from the web browser window, Control + Click (Mac) or Right Click (PC) and save the file to your hard drive for use in other applications.

**STEP 8:**

Familiarize yourself with the different features and functions of the Second Chance Administrator site. Please contact us if you have any questions:

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