



Getting started with **SECOND CHANCE**

A Step-by-Step Guide for
Program Administrators

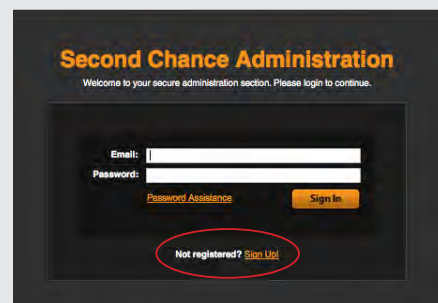
STEP 1: Double check the program specifications to make sure your set-up supports the optimal program experience:

- 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+

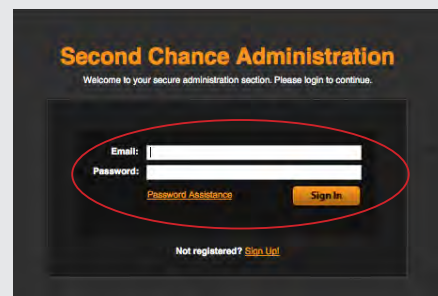


STEP 2: Sign up with Second Chance by going to <http://www.secondchancetobacco.org/admin> and click on “**Sign up!**”

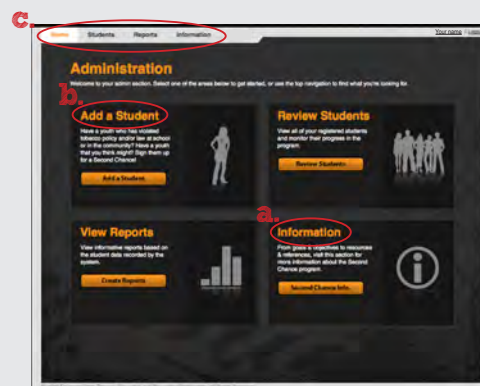
Complete the **Administrator Registration** form, and click “**Submit.**” You will receive a confirmation e-mail within 24 hours so that you are able to start using the program.



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



- STEP 4:**
- Visit the “**Information**” section to review the program background and resources that are available to you.
 - When you are ready to add students, click on “**Add a Student.**”
 - 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.

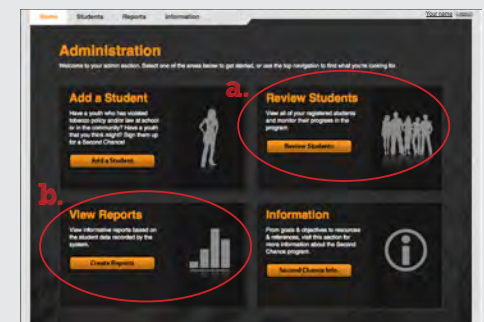
STEP 6: Set up a time to meet with each student/user to talk to them about your expectations for completing the Second Chance program. Some key things to cover:

- They access the program at **http://www.secondchancetobacco.org**
- 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:

- Monitor student progress using the **“Review Students”** area. Each student record has options to **“View | Edit | Delete.”**
- Review data using the **“View Reports”** area.
- 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:

Laurie S. Schneider, MPH
Project Director, K-12 Tobacco Prevention Initiative
 Rocky Mountain Center for Health Promotion & Education
 Phone: 303.867.9116 | lauries@rmc.org
 www.rmc.org/k12

