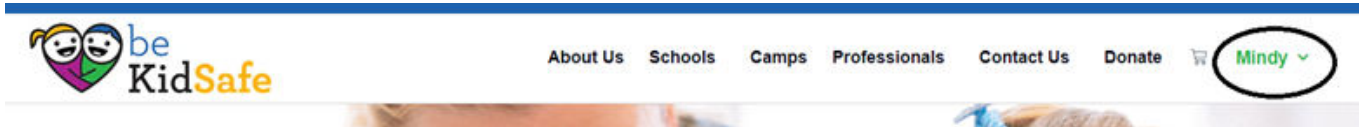


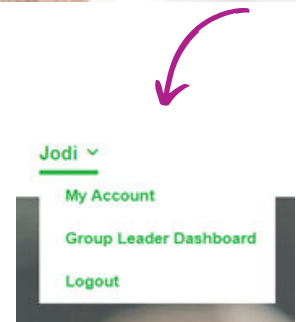
How to Manage your Stay KidSafe!™ Group Leader Dashboard

1. Login to your account at www.beKidSafe.org
2. Upon successful login you will see your name in the upper right hand corner of the page with a drop down.



3. Hover your mouse at the arrow next to your name, you will see options: “My Account, Group Leader Dashboard, Logout.”

4. Click “Group Leader Dashboard.” From here you can see your users, add more users, email your users, add additional group leaders, and see reports for your users’ progress.



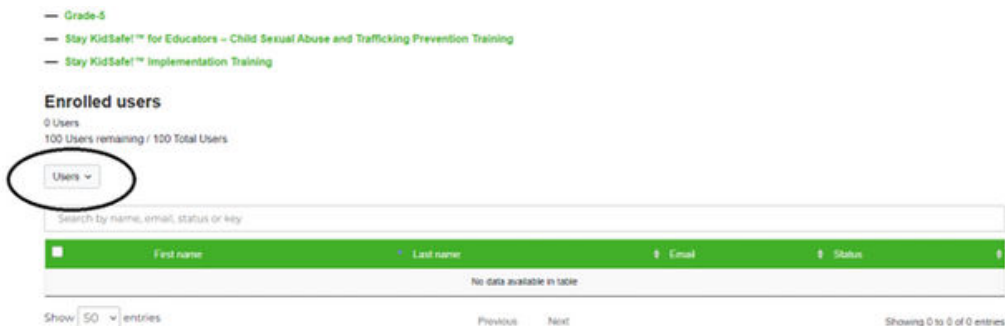
Group: KidSafe Elementary School - 33567

Group Courses

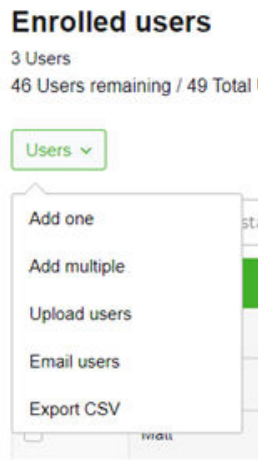
8 Courses

- Kindergarten
- Grade-1
- Grade-2
- Grade-3
- Grade-4
- Grade-5
- Stay KidSafe!™ for Educators – Child Sexual Abuse and Trafficking Prevention Training
- Stay KidSafe!™ Implementation Training

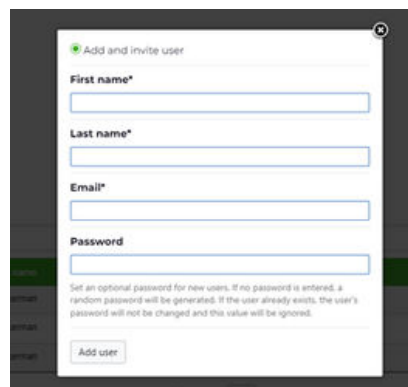
5. The top view shows enrolled users. Here you can add users, email users, and see the list of all users you have given access to as well as remove users and send password resets.



6. The “Users” drop down box is where you add users. You have options to add one, add multiple, upload users, email users or export CSV.

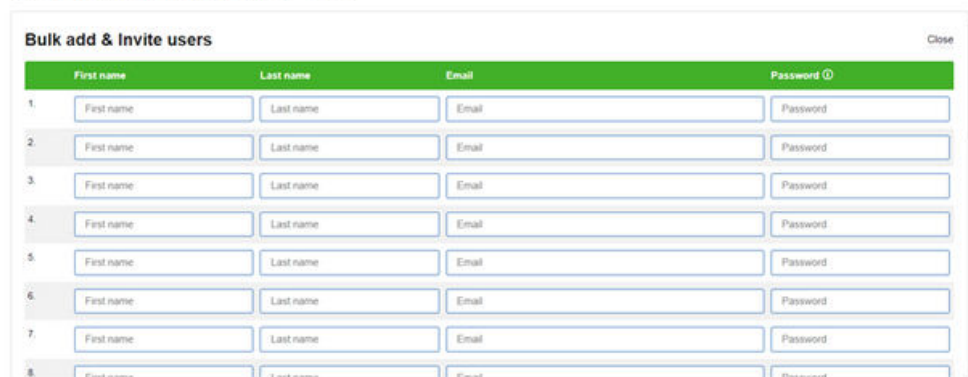


- a. **Add One** - Click on “Add One” and you will get a pop up. Enter first name, last name, email address, and click “Add user.”
NOTE: Leave password blank and the system will assign a password and send the user an invite email automatically.

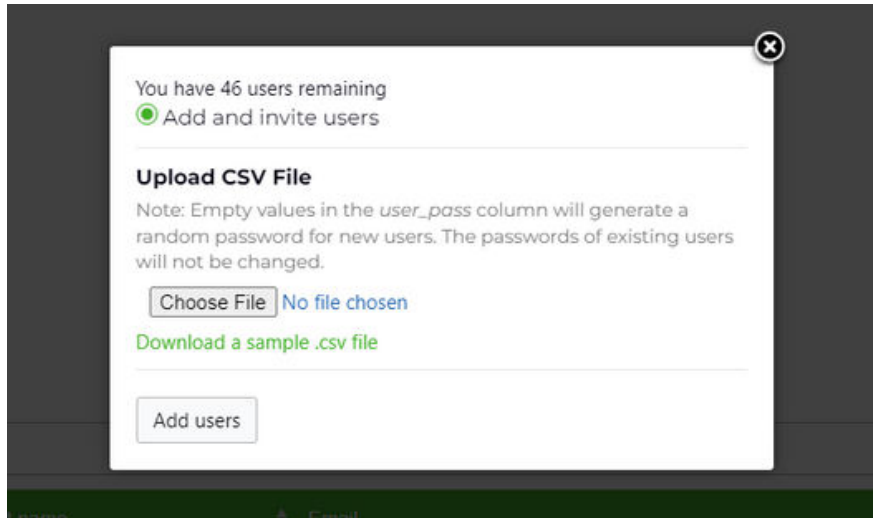


- b. **Add Multiple** - This option allows you to enter between 1 and 25 users at once. Enter first name, last name, email address, then scroll down and click “Add and invite users” button.
NOTE: Leave password blank and the system will assign a password and send the user an invite email automatically.

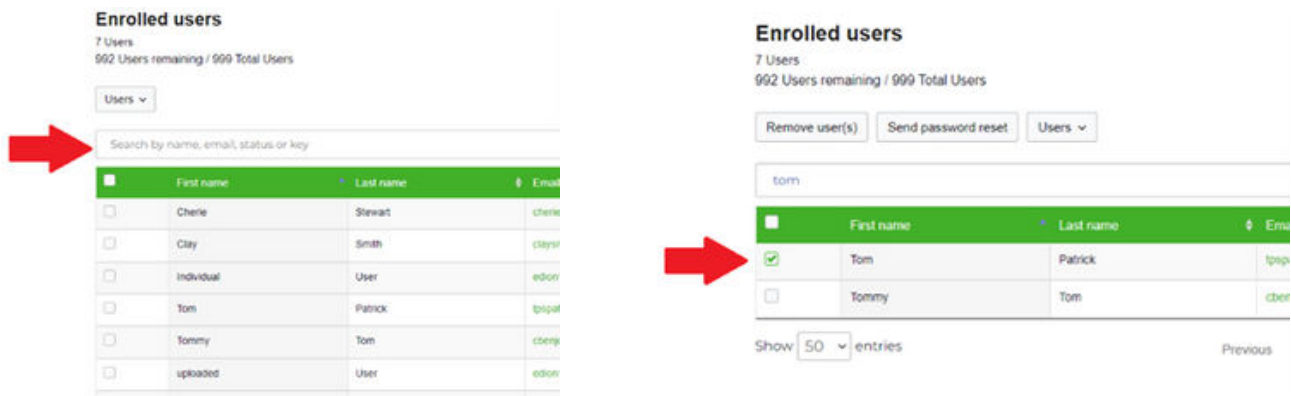
Group: KidSafe Elementary School - 33567



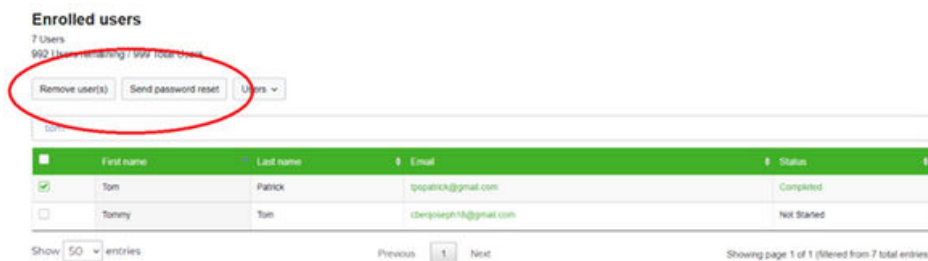
c. **Upload Users** - This option allows you to upload your staff list in a CSV file. Click on “Download a sample .csv file.” Use the sample template to upload your list.
 NOTE: Leave password blank and the system will assign a password and send the user an invite email automatically.



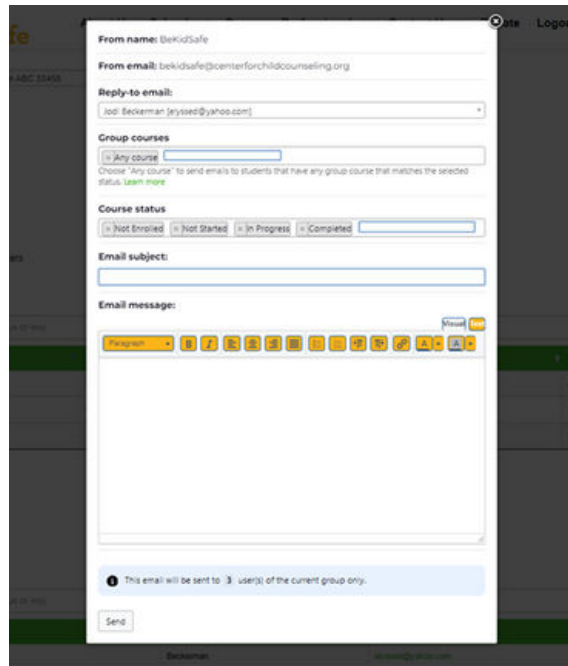
d. **Remove User(s) or send password reset**- You can remove a user or reset their password by searching for the user in the search box. Then click the box next to the user’s name that you want to remove or to reset a password for. See images below.



The buttons for “Remove user(s) and “Send password reset” will appear. You are able to remove or send password resets to multiple users at one time.



e. **Email users** - This option allows you to email your users. You can email based upon course status (not enrolled, not started, in progress, completed).



f. **Export CSV** - This option allows you to export the enrolled user list. A pop up box to save the file will appear. File will include first name, last name, email address, and status.

7. **Group Leaders Section** - Group Leaders are granted permission to add users, remove users, email, and monitor user progress. We suggest having between 1 and 3 Group Leaders depending on the size of your group.

Group leaders

1 leaders

Add group leader

Search by name, email, status or key

	First name	Last name
	Jodi	Beckerman

a. **Add Group Leader** - Clicking “Add Group Leader” button will open a pop up. Enter first name, last name, email address, then click “add group leader.”

First name*

Last name*

Email*

If the email address matches an existing user in the system, first and last name will not be changed but the existing user will be added as a Group Leader.

Add group leader

For further assistance please contact bekidsafe@centerforchildcounseling.org.



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