



Implementation Process

1

Building Set-Up

Our Customer Support Team will set up the buildings in your SafeSchools Alert system for you. Once this is completed, please check to confirm that all the building names are correct. Remember, students and parents will be using your Alert system in addition to your staff so building names should be easily recognizable.

2

User Set-Up and Role Assignment

Next, identify your core team of Administrative users. This includes individuals who can log in to the system and see tickets, create tickets, or are responsible for managing tickets. Most customers set a core team for their district and for individual buildings too. Job titles may include Administrators, Principals, Assistant Principals, Resource Officers, Guidance Counselors and Administrative Assistants.

Each Administrative user is given a role assignment that identifies his/her level of permission in the system. Roles include:

- Ticket Manager
- Worker
- Observer
- External Notification Creator

For more information on Roles, please visit the SafeSchools Alert Help section.

3

Roll Out SafeSchools Alert to Administrators and Principals

Now you're ready to introduce SafeSchools Alert to your district. Before rolling the program out to the entire district, it's best to give a brief presentation to the leadership team and your core team(s) first. In the Help section, you'll find a Principals PowerPoint, and a SafeSchools Alert product video, that you will find useful for this step.

4

Roll Out SafeSchools Alert to Your School Community

Next, you're ready to let staff, students and parents know about SafeSchools Alert. In the Help section, we've included a number of resources that make it easy to promote your Alert system district-wide including customizable:

- Fliers
- Posters
- Student or Staff Handbook Copy
- Parent Letter