## **GETTING STARTED WITH SELF RESOURCE CENTER**

One of the benefits of SELF Membership is access to the SELF Resource Center, a computer-based risk management resource that can be used to train your staff and learn about timely topics affecting school districts.

## LOGGING IN

- Please visit www.selfjpa.org.
- Click on "SELF Resource Center" at the top left of the page.
- In the user ID and password fields provided to the right, enter your user ID and password and click the "Login" button.
- You may also visit <u>www.agosnet.com/self</u> to log in.
- If you have forgotten your user ID and/or password, please contact the AGOS Helpdesk at 800.205.5262 or <a href="mailto:helpdesk@agosnet.com">helpdesk@agosnet.com</a>.

## CREATING YOUR USER ID AND PASSWORD FOR THE FIRST TIME

- Please visit www.selfipa.org.
- Click on "SELF Resource Center" at the top left of the page.
- In the drop down menu provided to the left, please find and click on your school district, and then click the "Create My Account" button.
- Enter your first name, last name, email address, and a password (at least four characters long) and click the "Continue" button.
- On the following page the profile "Member-SASC" should be selected for you, please click the "Continue" button.
- Please make a note of your user ID and password for SELF Resource Center at this time.
- You may now log in, print your user account information, or exit the program by selecting the appropriate button.
- You may also visit <u>www.agosnet.com/self</u> to create a user account for the first time.
- PLEASE DO NOT CREATE MORE THAN ONE USER ACCOUNT FOR YOURSELF. Please contact the helpdesk (800.205.5262 or helpdesk@agosnet.com) if you have forgotten your user information or experience complications during the user registration process.

## ACCESSING THE TRAINING ON SELF RESOURCE CENTER

- During the online user registration process you will be automatically assigned three training modules:
  - o Smarter Adults—Safer Children: Preventing Child Sexual Abuse
  - o Smarter Adults—Safer Children: Bullying Prevention
  - Smarter Adults—Safer Children: Technology Safety & Security
- These training topics are accessed by clicking on the "My Training" tab at the top of the screen followed by clicking on the "Online Training Modules" link to the left.
- Start the training by clicking on the "Click here for <u>English</u> (Flash) version" link under each topic.
- For the best training experience it is highly recommended that you use a high speed internet connection, a computer with speakers, the latest version of Internet Explorer, and the latest version of Adobe's Flash Player.

Please contact the helpdesk (800.205.5262 or helpdesk@agosnet.com) for assistance.