Getting started with SECOND CHANCE

A Step-by-Step Guide for Program Administrators

**STEP 1:** Review the program specifications and check your computer’s set-up to make sure it supports the optimal program experience:
- Windows 8, 10
- Mac OSX 10.12 or higher
- Chrome latest version (Recommended)
  - Internet Explorer 11.0+, Firefox latest version
  - Safari latest version
- Browser must be set to accept cookies
- Minimum screen resolution: 1,024 x 768 pixels

**STEP 2:** Register to be a Second Chance Program Administrator at secondchancetobacco.org/admin. Click on “Not registered? Sign up!”

Complete the Program Administrator registration form, and click "Submit." You will receive a confirmation e-mail within 1 business day, along with forms to complete and return. Once the forms are received, the registration will be approved and activated. All this typically takes 1 – 2 business days.

**STEP 3:** Once you receive notification that your registration has been approved and activated, log on to secondchancetobacco.org/admin. Enter your username and password and click "Sign In."

secondchancetobacco.org
STEP 4: Familiarize yourself with the four main areas of the program administration area:

- **Add a student** – enroll students in the program.
- **Review students** – view all of your enrolled students and monitor their progress. You can "view" or "edit" student records. If you need to delete a student record you have created, contact CDPHE.
- **View reports** – review aggregated demo graphic information about your enrolled students, along with data from pre- and post-program surveys.
- **Information** – learn about the Second Chance program, youth prevention and education resources, youth cessation resources, information for parents, caregivers, and other trusted adults, and a Certificate of Completion.

For more detail, watch the Second Chance Demo video at secondchancetobacco.org/demo.

STEP 5: Enroll a student using the "Add a Student" button. Complete the "Enroll Student" form. You need an email address for the student’s Username, but it does not need to be a real email address. You will assign a Password that includes:

- At least 8 characters
- One upper case letter
- One digit

Once you have completed all the fields, click "Submit." Complete an "Enroll Student" form for each student/user that you will ask to complete the program.

STEP 6: Meet one-on-one with each student you enroll in the Second Chance program, and describe your expectations for completing the program, along with:

- The program url: secondchancetobacco.org
- The recommended hardware and browser specifications if the student will use a personal computer rather than one on site (see the Information tab).
- The student's Username (email) and Password.
- Information about monitoring progress—that you will check on content completed, how many times the student has logged in, and when he/she last logged in.
- Any additional comments/information that are specific to the Second Chance experience at your site.

FOR MORE INFORMATION

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