



THIS IS AN END-USER **QUICK START CARD** (TO ASSIST WITH THE *SAFESCHOOLS ONLINE* REPORTING WEBSITE APPLICATION). *\*THIS IS THE PROPERTY OF THE PENNSYLVANIA DEPARTMENT OF EDUCATION (PDE).*

<div style="text-align: center;"> <h3>Quick Start Reference Card</h3>  <p>www.safeschools.state.pa.us</p> </div> <ol style="list-style-type: none"> <li>1. Open your internet browser program and enter the <i>Safe Schools Online</i> website in the address bar and click on the <b>Go</b> button in your browser's toolbar.</li> <li>2. After the site opens, click on the <b>Log On</b> link available in the upper right.</li> <li>3. Enter your username and password (provided by your Zone Administrator) in the correct boxes and click the <b>Log On</b> button to complete the logon process. <i>Remember: your username and password are case-sensitive.</i></li> <li>4. Select an application (upper left) to begin working with (i.e. <b>Alt Ed, School Safety, SAP, or Profile and User Management</b>).</li> <li>5. Select a task in the lower left of the application. Click on <b>Forms (Enter/Edit)</b> to start new forms and to edit existing forms. <b><u>*If you do not see Forms (Enter/Edit), please contact your ZA for access assistance (The Help Desk is not permitted to delegate roles and/or permissions).</u></b> Click on the <b>+</b> plus signs next to the icons to expand areas of interest and to access forms/reports (per school district and building). Click on <b>Reports (Print)</b> to create hard copies of already-entered forms for your records.</li> </ol> <p style="text-align: center; font-size: small;">Fold</p> <p>If you lock yourself out of the application, contact your ZA (or the Help Desk) for assistance. <i>If you do not know who your ZA is, please contact the Help Desk. Enter your ZA's contact information below:</i></p> <p><b>My ZA's Name:</b> _____ <b>Phone:</b> _____</p> <p>For password retrieval issues, call the Help Desk, or if you utilize the <b>Get Password</b> function on the login page, a new temporary password will be sent to your registered email address. Simply "copy and paste" this password, from your email, into the correct text-box on the login page. <i>You can change this password (after logging in) by simply clicking on the <b>Change Password</b> link in the upper right of the website.</i></p> <p><b>**DON'T FORGET:</b> A detailed, step-by-step <i>User Guide (with screenshots)</i> is available on the <b>Home</b> page of the website.**</p> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p style="text-align: center;"><b>For Help Desk Support, call: (814) 262-9695 (Press "2")</b> Monday - Friday, 8:30 a.m. to 5 p.m.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Alternative Education</td> <td style="text-align: right;">(717) 705-6908</td> </tr> <tr> <td>School Safety</td> <td style="text-align: right;">(717) 705-0353</td> </tr> <tr> <td>Student Assistance Program</td> <td style="text-align: right;">(717) 783-6777</td> </tr> </table> </div>	Alternative Education	(717) 705-6908	School Safety	(717) 705-0353	Student Assistance Program	(717) 783-6777	<div style="text-align: center;"> <h3>Quick Start Reference Card</h3>  <p>www.safeschools.state.pa.us</p> </div> <ol style="list-style-type: none"> <li>1. 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