

# First Time Completing Respect Group Training Instructions



Access the following Respect in School Website:

<https://educationsafeplaces.respectgroupinc.com>

## SELECT

New to this Program?

Click here to register now

And then **SELECT** - I Am New To This Program

When it asks you for YOUR ROLE – **SELECT** the option **'OTHER'**

When it asks you for your ASSOCIATION – **SELECT**

Option **'Chinook School Division CEC'**

And then **SELECT**

**SUBMIT REGISTRATION and ACCEPT the Privacy Policy**

- Bus Driver
- Educational Assistant
- Facility Operator/Custodian
- Noon Period Supervisor
- School Administrator
- School Library/Resource Centre
- School Office Manager/Assistant
- Teacher
- Volunteer (non-parent/guardian)
- Volunteer Coach (non-staff)
- Volunteer Parent/Guardian or SCC member
- Board Member
- Chinook Administration
- Coordinator or Coach
- Facilities/Maintenance
- Finance
- HR/Payroll
- STRC
- Student Services Support (Counselor/SLPIOT/EdPsych)
- Superintendent
- Technology Information Systems
- Transportation Department/Bus Garage
- Other

Association\*

- Education - Safe Places
  - Chinook School Division
    - Chinook School Division/CEC
    - Abbey Hutterian School
    - Bone Creek Hutterian School
    - Box Elder Hutterian School
    - Burstall School
    - Butte Hutterian School
    - Cabri School
    - CAMPS School

# First Time Completing Respect Group Training Instructions



You will then be directed to your **HOME SCREEN**

Review the **program Information** and

**SELECT PROGRAM ACCESS TAB AT THE TOP LEFT OF YOUR SCREEN**

You will then be directed to the following page that reads **'PAYMENT REQUIRED FOR ACCESS'**

**SELECT 'ENTER CODE'**

Please enter the **PRE-AUTHORIZATION CODE** allocated to you **AND SELECT SUBMIT**

Access the Program, Complete the modules at one sitting or module by module over time **AND DOWNLOAD YOUR CERTIFICATE WHEN YOU HAVE COMPLETED THE PROGRAM**

**YOU MAY ACCESS YOUR RESPECT GROUP ACCOUNT BY LOGGING BACK In**

