

First Time Completing Respect Group Training Instructions

Access the following Respect in School Website: <u>https://educationsafeplaces.respectgroupinc.com</u>

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 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 Finance HR/Payroll STRC Student Services Support (Counselor/SLP/OT/EdPsych) Superintendent Technology Information Systems
 Transportation Department/Bus Garage
 Other Association * C 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 Schoo



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

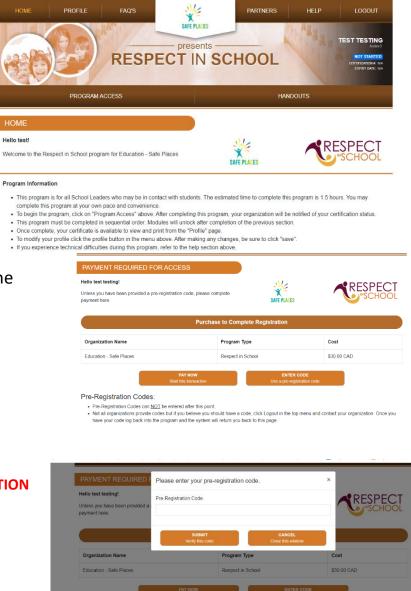
Review the program Information and

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