

THE SCHOOL REPORTING SYSTEM

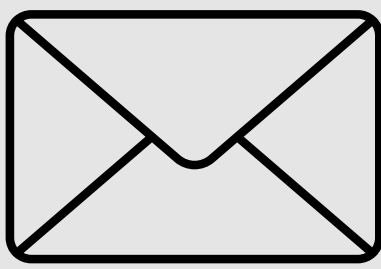
Administrator Login Process



1

SIGN UP TO BECOME A PROACTIVE SCHOOL

Go to www.well-beingsafetyassessments.com. In the upper left hand corner of the screen click the button that says "Proactive School Log-in"

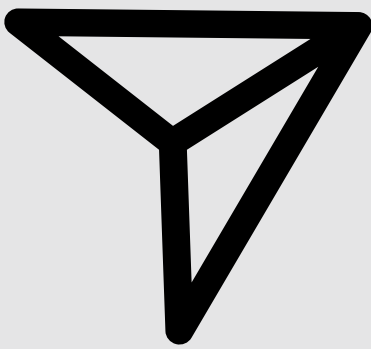


2

CREATE AN ACCOUNT BY USING THE SIGN-UP AREA

Use Google, Facebook or email to create an account with Well-being Safety Assessments.

Write down your log-in information and keep it handy because you will need this information in the future.



3

ADMINISTRATOR HOMEPAGE

Click on the Administrator Home page button. There are many school safety resources on this page that are great for your school, staff and students.



4

RED BUTTON ADMINISTRATOR LOG-IN

Find the red Administrator Log-in button. This will take you to an Administrator page where you will find your school name or the name you requested your school be under.



5

FIND YOUR SCHOOL NAME

On the green page find your school name or the name you requested your school under. It is in alphabetical order. Can't find your school name? Use the chat button to your right to speak with a representative now.



6

GUEST AREA

Enter the password given to your school by Well-being Safety Assessments. This password should be kept in a secure place and be given to only those individuals having clearance to view your school reports. All reports can now be seen and will be in chronological order.