

Things to do when you finish training

Now that you have finished your online or in person group training session, there are things you will need to do within your system or settings to make sure you and your team are ready for the first day of using Ident-A-Kid Visitor Management system.

- Make sure to complete your account and create your password
- Go to the main front office station and check to make sure Identakid Client App is on the desktop as a shortcut, if not go to client.CCSSVM.com in the Chrome browser and add this as a bookmark or shortcut.
 - Make sure to go through some test checkins from our demonstration. Make sure your system is scanning licenses, printing passes and scanning staff IDs. This is mandatory to do before the first day of school. Please email/call our support team if your station is not 100% good to go after this checklist.
- Go to School.CCSSVM.com in the Chrome browser at your desk and add this as a bookmark
 - While in the School Manager, go to the Users Tab
 - Add any and all users that may need to check users in, retrieve reports, or receive notifications.
 - You will also set their permissions. User for reports only, Admin for Reports, checkins, notifications and settings changes, and Notifications for alerts only.
 - Check your Notification Settings under the Notifications Tab
 - Select Settings and turn on/off the types of notifications that are appropriate for your role within the school
 - Subscribe to Sexual Offender Check and NoGo to receive any and all potential matches for banned individuals and the National registry search
 - Subscribe to Sexual Offender Check Denial and NoGo Denial if you need to receive the alerts when another administrator selects Deny Entry to my school
 - Select the methods for receiving alerts: Email, Web Manager Desktop notification and Text Message. If you would like to receive Text Messages, you will need to update your profile and confirm your phone number
 - Notify new users added to review their Notifications as well
 - Test the Sexual Offender Check with Raymond James Thiele DOB: 8/13/62 State: FL.

- ❑ Changes under the Settings Tab
 - ❑ Your district has predetermined your main Badge Settings for each type of visitor. Please do not change the main settings. What you SHOULD change under Badge Settings is:
 - ❑ For each badge, go through the Additional Info Answers (Reason and Location) to make sure they are specific for your location
 - ❑ Add any other badge specific to your location that is not already covered.
 - ❑ Global Badge Settings - Set all of the initials or three letter codes you would like to use for overriding alerts. This will be used when your logged in as a kiosk user and an alert arises.
 - ❑ Under Pre-Approved Visitors SOC List - Settings, make sure to set the number of days you would like a Visitor to be cleared through Ident-A-Kid before being rechecked. Most common is 30 days. Some schools set to 1, for every visit.
 - ❑ Your Students, Volunteers and Staff should already be preloaded into the system. You may see them here under Students list, RFID users list and Preloaded list. You cannot edit these lists, they are managed by the district.
 - ❑ NoGo Enhanced List
 - ❑ You will want to add any individual or student that needs to be monitored or banned into this list. The cases could be custody, truancy, or banned person on campus. You may also add notes, images and documents for each case.

Your Notes: