

## New My Calendar/To Do List Course Added!

This flyer provides instructions on how to register and complete the SafeMeasures Online Basic Navigation Course. This training also provides our clients with consistent learning and messaging on how the logistics of SafeMeasures works. The basic navigation course is a simple walkthrough of SafeMeasures. Because all SafeMeasures sites and reports work similarly, the content in the curriculum is generic, but it will provide new users with basic skills to navigate through the most popular features, such as My Upcoming Work and My Calendar, as well as report features, including timeframes, filtering, and subsets. The training also provides a refresher for users who may have forgotten about certain features or may need a better understanding of those features' functions. This course is not intended to or designed to be the final step in the users SafeMeasures learning needs. The goal is to increase the initial user's basic knowledge as well as drive excitement and willingness to learn more.

The course contains eight training modules, including an introduction to SafeMeasures, a quiz to advance to the next module, and a certificate of completion. The self-guided course can be accessed multiple times so that users can work at their own pace. Our intention is to ensure that users have the basic knowledge to get started and, with the simplicity of SafeMeasures, learn data and workload management skills that will help them in everyday practice as they serve their clients.

### How to Enroll

1. Click on the link below (or copy and paste it into Google Chrome or Internet Explorer for best results):

<https://learning.evidentchange.org/login/index.php>

2. Fill out the "New Account" form.

3. A confirmation will be sent immediately to your email address.

4. Read the email and click on the link inside it.

5. Your account will be confirmed, and you will be logged in.

6. Along the left-hand side, click on "Site Home." Find the SafeMeasures course for your jurisdiction and, when prompted, enter the enrollment key. The enrollment key for California CDSS – All Counties is:

**CAS@f3M3@sur3s2020!**

7. Access the course. From now on, you will log in with your personal username and password.

**If you need access to SafeMeasures or if your account has been disabled, please contact your local system administrator.**