Step-by-Step Instructions to Complete Your Healthy District Self-Assessment

1. Please send your name, email, and phone number to CSHPmailbox2@gmail.com
   a. Once your email is received you will be assigned a username and password linked to your district.
      i. Your user name and password will be sent to the email provided
   b. You can have more than one contributor for your assessment, but you will need to send the name, email and phone number for each contributor
      i. Your contributors will only be assigned to your district and will not be able to access other district assessments.
2. When you receive your username and password you are ready to begin
   a. ** You MUST use a compatible web browser: Firefox, Google Chrome, Safari or Internet Explorer 8 or higher
3. Log-into www.safehealthyschoolsfl.org
   a. Click "sign-in" in the upper right hand corner
4. Once you have signed in
   a. Click the "Healthy District Assessment" tab
   b. Click "Complete Healthy District Assessment" (at the bottom of the page)
      i. You can see an example of the Healthy District Assessment under "Click here"
5. Once you have clicked on the Healthy District Assessment you should see the assessment and are ready to begin
   a. Each component area is labeled at the top of the page and you can skip to sections by clicking on the appropriate title
   b. Some questions require a narrative. Once you begin typing in the narrative box, a "save" link will appear under the narrative box. Be sure to click "save" before moving on to the next item.
   c. Each section has a completion calculator that will indicate when you are 100% complete (top left)
   d. Each section has a score indicator, (top right), this will change with each answered question
   e. The entire tool has a completion calculator and score indicator at the very bottom of the Assessment page (left and right respectively).
6. Every change you make to the Assessment will save automatically (there is no save button) except for the narrative boxes as described above.
7. Once you have completed your Assessment please save it for your records
   a. Click "Export" at the top of the Assessment and it will display your assessment in an Excel format.
   b. Save this Excel spreadsheet
8. If you have multiple people working on your assessment together (people from each component area) the database will indicate when that person makes a change to the document by displaying their email address.

Additional Resources:
For more information and resources on how your district can be recognized as a Healthy District there is a training available at www.healthydistrict.com.