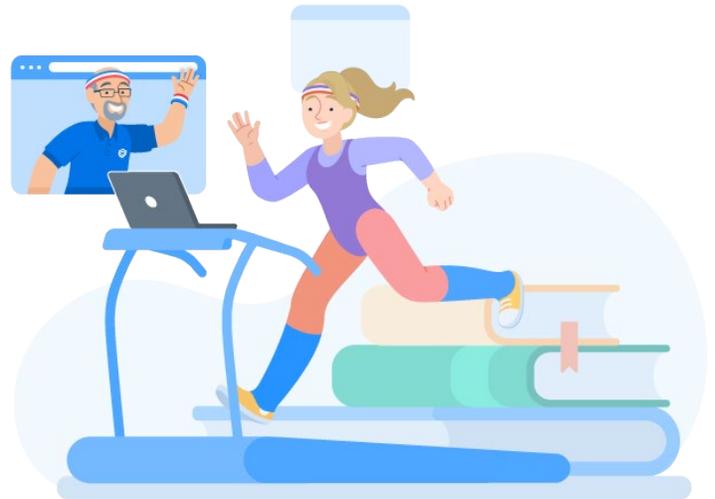




Skilljar Training Manual

Securly's learning management system, Securly Training, was created to help you make the most of our safety solutions.



1

To begin using Securly Training you will need to first create your account at learn.securly.com

2

First-time users should click “Create an account”

Welcome back

Have an existing account? Sign in!

Email

name@email.com

Password

Your password

Log In

[Forgot your password?](#)

[Create an account](#)

Need assistance or have a question? Reach out to our support team at support@securly.com.

3

In the Sign Up window, enter your First Name, Last Name, your role within your school district, your school email address, and then create a password.

Sign up

Create an account to get started.

First Name *
Type your first name here

Last Name *
Type your last name here

Role in the District/School *
Choose the best role that fits your job

School Email address *
ex. name@school.com

Password *
Type your password here [Show](#)

Password (Again) *
Re-type your password here

[Submit](#)

[Login](#)

By clicking "Sign up" I agree to the [Privacy Policy](#) and [Terms of Use](#)

Note: Single sign-on for Google or Azure is not currently available. Users should create a strong password that you can remember.

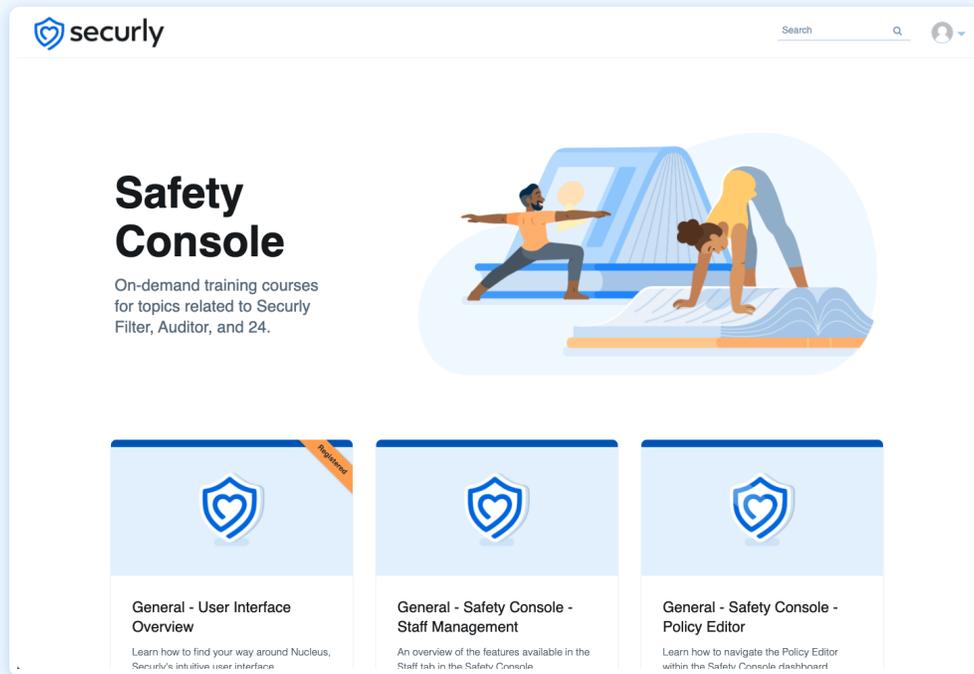
4

Upon logging in you will be redirected to the homepage. Here you will find the three primary categories: **Safety Console, Device Console, and Parent Console.**

The screenshot shows the Securly homepage. At the top left is the Securly logo. To the right is a search bar and a user profile icon. The main heading is "On-demand learning library" with a sub-heading "Explore a growing collection of free, self-guided training courses to help you master Securly's solutions at your pace, on your schedule." Below this is an illustration of a person holding a large pencil and standing next to a trophy. At the bottom, there are three cards representing different console categories: Safety Console, Device Console, and Parent Console, each with a brief description of the training courses available.

5

Clicking a category will take you to a list of all courses for products within that category.



6

Each course tile displays the course name, a short description, and the approximate length of time it will take to complete the course.

7

To select a course, simply click on its tile. You'll be taken to the course's landing page, which contains more information about the course curriculum.

8

Click **“Register”** to sign up for that course.



Introduction to Advanced Reporting

An overview of the more advanced reporting features available in the Securly Safety Console.

[Register | FREE](#)

9

You can start the course in chronological order, one lesson after another.

10

You can either complete the course right away or come back to it later. Don't worry, you can resume right where you left off.

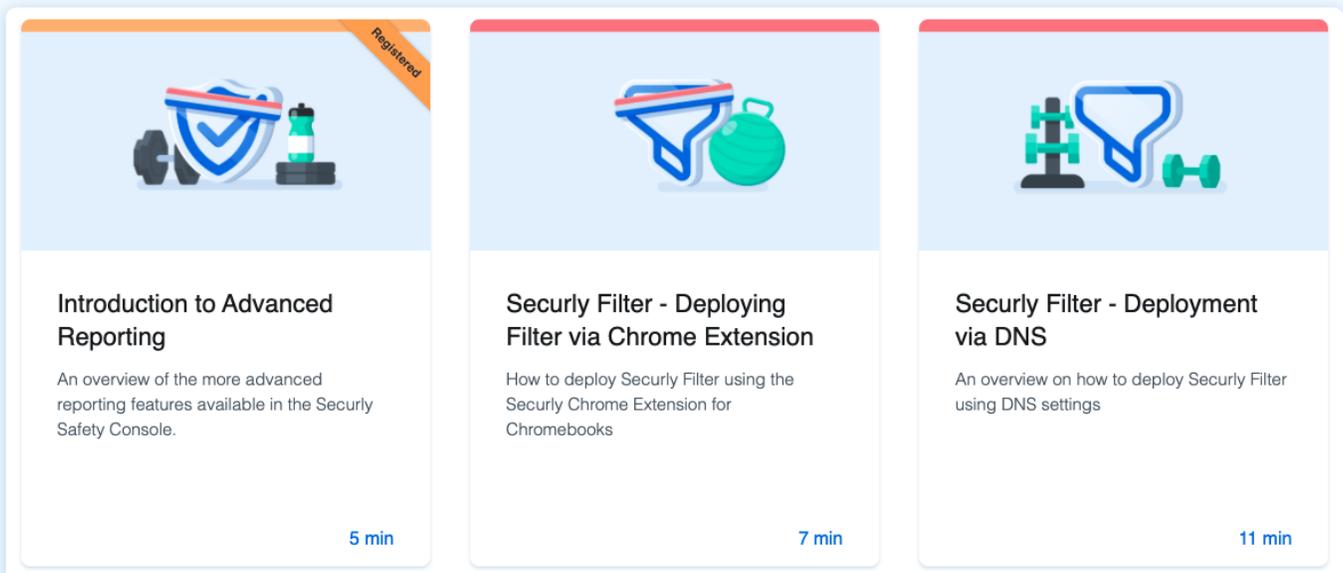
11

To go back to look for other courses, click the Lessons menu in the upper left-hand corner and follow the steps there.



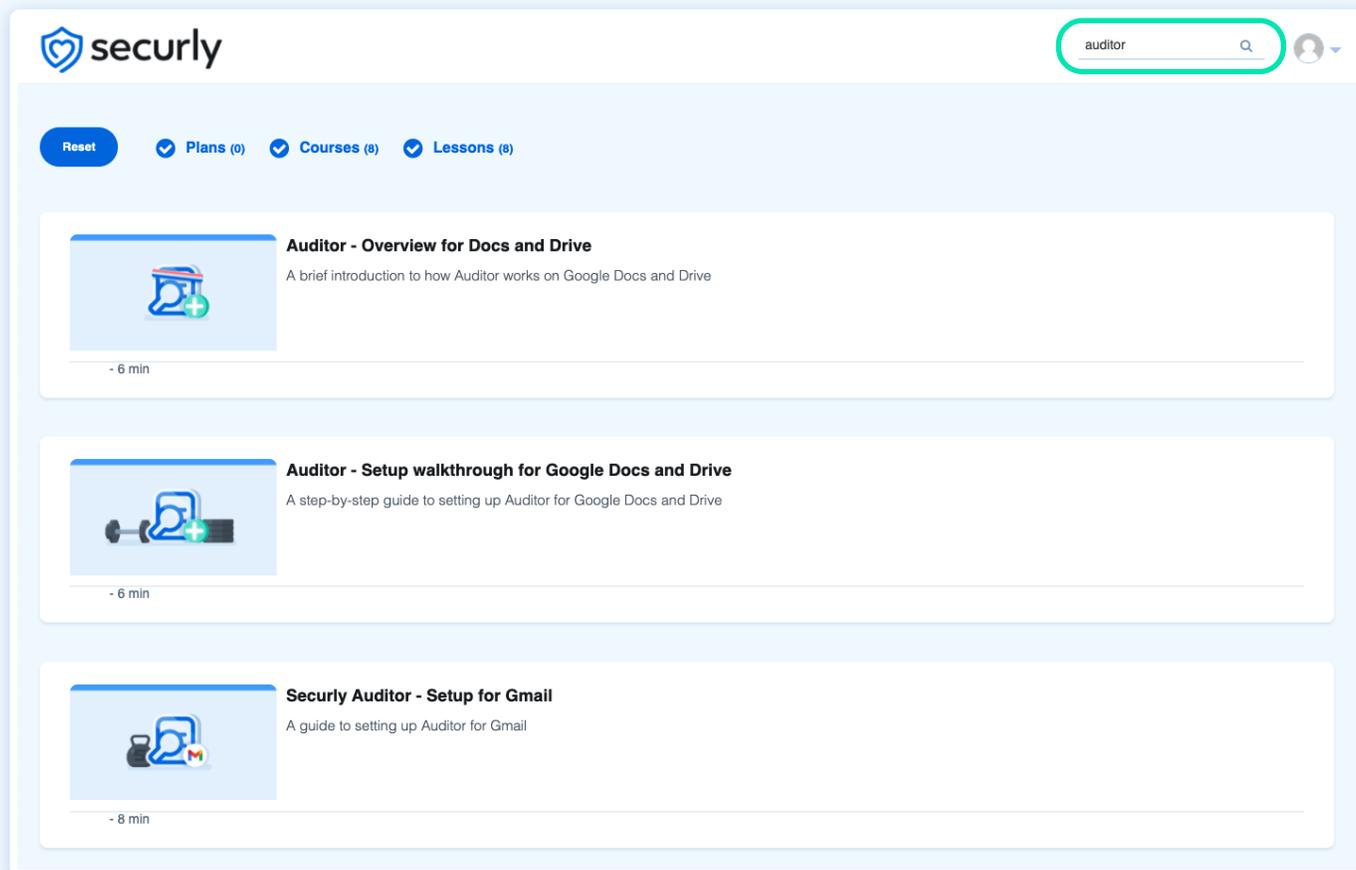
12

On the listing page, you will find a **'Registered'** label that indicates that you have registered for the course. Once you complete the course, it will change to **'Completed'**.



13

If you don't know the name of a course or want to look up courses about a specific product or topic, you can search by keyword and a list of relevant courses will be displayed.



The screenshot shows the Securly learning portal interface. At the top left is the Securly logo. At the top right is a search bar containing the word 'auditor' and a magnifying glass icon, next to a user profile icon. Below the search bar are filter buttons: 'Reset', 'Plans (0)', 'Courses (8)', and 'Lessons (8)'. The main content area displays three search results, each with a thumbnail image, a title, a description, and a duration:

- Auditor - Overview for Docs and Drive**
A brief introduction to how Auditor works on Google Docs and Drive
- 6 min
- Auditor - Setup walkthrough for Google Docs and Drive**
A step-by-step guide to setting up Auditor for Google Docs and Drive
- 6 min
- Securly Auditor - Setup for Gmail**
A guide to setting up Auditor for Gmail
- 8 min

14

To sign out of the portal, click the Account icon and sign out.

