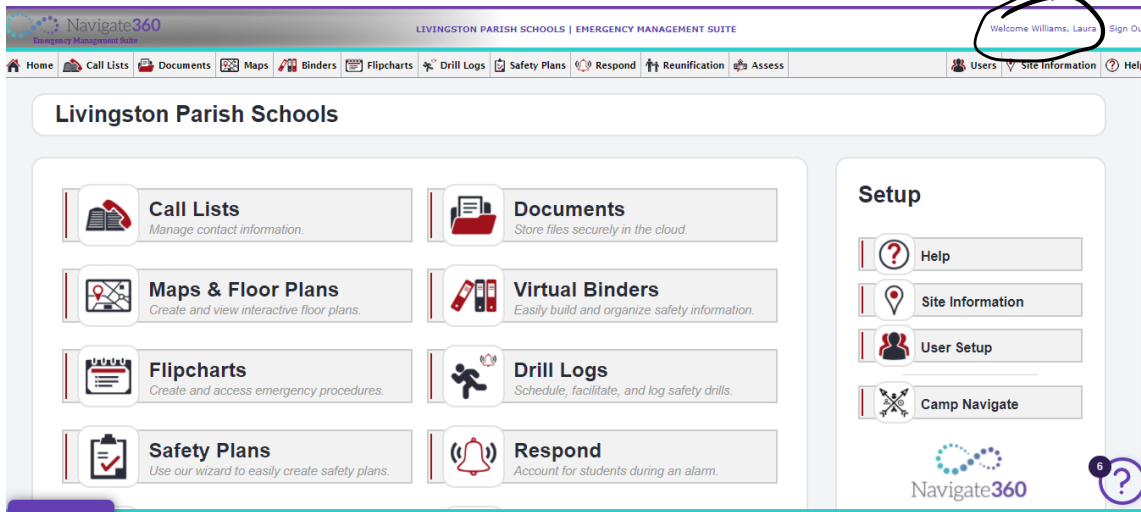


NAVIGATE 360

Website: <https://secure.navigateprepared.com/>
See the [Teacher Login Page](#) for login information.



Click your name at the top right-hand corner

Event Description	Date	User
- Login succeeded for laura.williams@lpsb.org	11/01/21 2:55 PM	Williams, Laura
- Login succeeded for laura.williams@lpsb.org	11/01/21 2:08 PM	Williams, Laura
- User primary site changed from Westside Junior to Southside Elementary	11/01/21 12:04 PM	Cill, Wendy

Event Description	Date	User
- Login succeeded for laura.williams@lpsb.org	11/01/21 2:55 PM	Williams, Laura
- Login succeeded for laura.williams@lpsb.org	11/01/21 2:08 PM	Williams, Laura
- User primary site changed from Westside Junior to Southside Elementary	11/01/21 12:04 PM	Cill, Wendy

On this page, you will change your password, verify job title, enter your phone numbers, edit notifications, can change permission, assign a pin and add campuses (if allowed).

Access

Admin: Anyone that you want to be able to edit the emergency plan, drills, etc. Also make sure that they do not have a checkbox next to Limited Access User.

All Other Staff Members (teachers, sfs, custodians, paras, etc). Need to be listed as View Only and check the box as Limited Access User. *Do not add bus drivers to your specific site.*

When all has been updated click Save for both sides of the screen.

USERS

Click Users located on the top right-hand side of screen. This will bring you to the users currently assigned to your campus. All teachers will be shown. Other staff members will not be listed. You can edit access for your employees by clicking their name. For any new users you can add them yourself or you can complete the attached excel spreadsheet and return to me.

MAPS

The map and photos will be added to the new system. You can also add your own map including your Fire Evacuation map.

DOCUMENTS

You can add any documents that you feel are relevant to your emergency response plans. This would be the place to put your agreement with your relocation sites.

CALL LIST

You can create multiple call lists. Click Add Call List, Name it, Click attach a Contact. Here you can just click search and it will bring up all employees

BINDERS

This is where your prior ERIP plans will be uploaded as well as other documents.

FLIPCHARTS

This is where staff can go to obtain procedures for various types of situations.

DRILL LOGS

You will now be able to schedule your drills head of time and receive a notification before the date approaches.

SAFETY PLANS

We are going to get your information from the ERIP site uploaded for this year. I will have instructions later on how to edit once all that is in the system. This is also where you will find the mandated drill list each year with their due dates.

RESPOND

This is the respond app that was covered in the zoom training. Download in your app store by searching **NaviGate Prepared**. You will use your same e-mail, password and location code as you use on the website. When you first use the app, go in and click on respond and move the toggle for your site to on so you will receive alerts for your campus. If you have multiple campuses, you will want to all of those campuses on.

REUNIFICATION

This would be used in the event following a situation when we need to reconnect the children with their guardians. We will have a future training on this.

ASSESS

For now, this will just be used by me when I do your safety assessments. You will have access to view your future reports here.