SECRET agent SOCIETY® SMALL GROUP PROGRAM

CONSENTING ADULT GUIDE:

ACTIVATING A CADET PLACE

INTRODUCTION TO SAS SOFTWARE

Welcome to the Secret Agent Society Small Group Program!

The program is primarily accessed through the internet, with some elements able to be used offline. The online nature of the program means that different devices can be used at other times/locations, and your SAS Provider might loan you or your child a device to assist with access during group meetings.

SAS Cadets and their Mentors (parents and teachers) access the SAS Small Group program resources and tools with their own logins. All participants and Facilitators will need access to a compatible computer or device for attending live group meetings, and for accessing between-session activities such as Digital HQ gameplay and the Skill Tracker.

To keep the data of children safe, the nominated consenting adult registers the child, whenever a Cadet logs in to a new device they will also need to ask an adult who is on their SAS team (Mentors, SAS Facilitators, SAS Assistants) to authorise this new device. Two-factor authentication is required for adult accounts. Quick and easy prompts are in place to guide users through data protection set-up.

CREATE YOUR SAS MENTOR PORTAL

**Thank you for joining the SAS Small Group Program!
As the 'consenting adult' for your Cadet, your Facilitator will
release an email inviting you to create an SAS Mentor Portal.**

1   Find the invitation email and follow the prompts to 'Set Up Account'.

- The email will be from "SAS Small Group".

- Remember to check junk, spam and clutter folders if your email is missing.

Hello Brendan,

You have been invited to be an SAS Mentor for a cadet completing the SAS Small Group Program.

Your group facilitator is Kathleen Davey.

As the nominated consenting adult for this cadet, please click the link below to create a new SAS account (or link to an existing one). After setting up your account you will be prompted to activate the Cadet Place and agree to the Privacy Collection Statement. You will need to complete this process before being able to access your Mentor Portal.

Set Up Account

2   Follow the prompts to create a new adult account.

- If you are already logged into an SST account and your name appears on this screen, please proceed to Step 4.

Login Existing account

Username or e-mail address *

You may login with either your assigned username or your e-mail address.

Password *

The password field is case sensitive.

Forgot your password?

LOG IN

I don't have an account

CREATE AN ACCOUNT

3   Set up your adult account by entering your details and creating a password.

- This will be your own account as a consenting adult and Mentor. The Cadet's details are entered at a later step.

Register New Account

Username *

Spaces are allowed; punctuation is not allowed except for periods, hyphens, apostrophes, and underscores.

E-mail address *

Please enter a valid email address. All e-mails from the SST system will be sent to this address. This e-mail address is not made public and will only be for receiving a new password and accordance with the provided privacy policy.

Password *

Confirm password *

Provide a password for the new account in both fields.
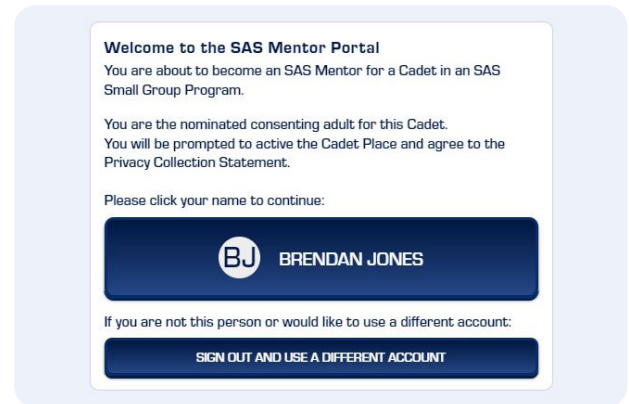
First name

Last name *

Contact phone

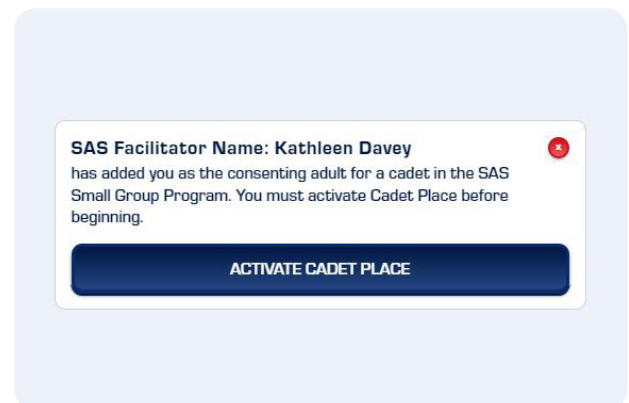Phone number we can use to contact you for support queries.

4 You should see your name. Select your name to proceed.

- If you do not see this screen, please return to the Mentor invitation email and select "Set Up Account" again or use the Mentor button on www.secretagentsociety.net

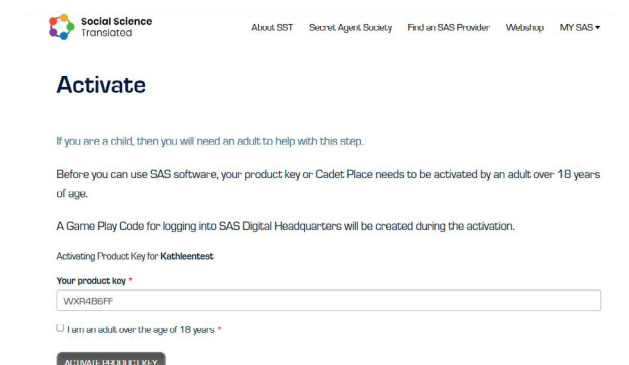
Welcome to the SAS Mentor Portal
You are about to become an SAS Mentor for a Cadet in an SAS Small Group Program.

You are the nominated consenting adult for this Cadet.
You will be prompted to active the Cadet Place and agree to the Privacy Collection Statement.

Please click your name to continue:

BJ **BRENDAN JONES**

If you are not this person or would like to use a different account:

SIGN OUT AND USE A DIFFERENT ACCOUNT

5 You will be prompted to select 'Activate Cadet Place'.

SAS Facilitator Name: Kathleen Davey
has added you as the consenting adult for a cadet in the SAS Small Group Program. You must activate Cadet Place before beginning.

ACTIVATE CADET PLACE

6 Follow the prompts to activate the Cadet Place.

- The product key for your Cadet will automatically appear ready for you to proceed.

Social Science Translated   About SST   Secret Agent Society   Find an SAS Provider   Webshop   MY SAS ▾

Activate

If you are a child, then you will need an adult to help with this step.

Before you can use SAS software, your product key or Cadet Place needs to be activated by an adult over 18 years of age.

A Game Play Code for logging into SAS Digital Headquarters will be created during the activation.

Activating Product Key for **Kathleentest**

Your product key *

WXR4B6FF

☐ I am an adult over the age of 18 years *

ACTIVATE PRODUCT KEY

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Complete Privacy Collection Statement and enter Cadet's details.

- If you do not see this screen, please return to the Mentor invitation email and select "Set Up Account" again or use the Mentor button on www.secretagentsociety.net

Register Player Details

Thank you for starting the activation process to use SAS Digital HQ. Before you or a child can play, a player profile and adult consent is requested below.

Adult consent *
- The player is under 18 years of age.
- I am the player and am 18 years of age or older.

Player's First Name *

Player's Last Name *

Player's Country *
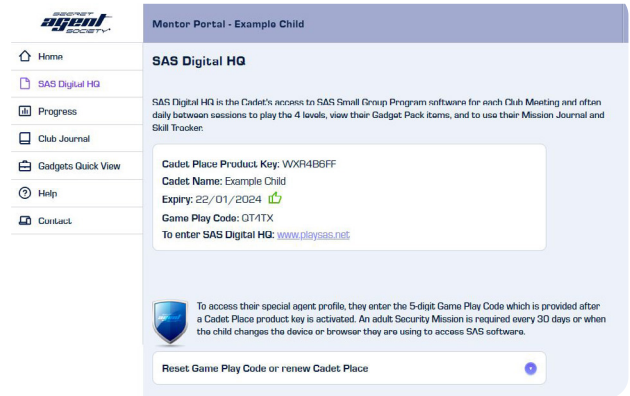
Please select your country

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Activation is now complete, and a Game Play Code has been generated.

- To view your new SAS Mentor Portal by following one of the links circled below. Alternatively, log in at www.secretagentsociety.net

- Your Cadet Place has been successfully activated!
- Please visit your Mentor Portal at https://secretagentsociety.net to see your SAS Small Group Program details.
- Your child's SAS Digital HQ Game Play Code is:

QT4TX

My Product Key and Game Play Code

Displaying 1 - 1 of 1

Product Key	Purchased	First activated	Expiry	Game Play Code	Profile name	Last Login	Program Type
WXR4B6FF	2 Feb 2022	22 Jan 2023	22 Jan 2024 Renew	QT4TX Reset Game Play Code			SAS-SG-D View Small Group Portal

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Login to your SAS Mentor Portal.

- Your SAS Mentor Portal is your platform for accessing your cadet's SAS resources and joining live parent group meetings

Mentor Portal - Example Child

Home

- Home
- SAS Digital HQ
- Progress
- Club Journal
- Gadgets Quick View
- Help
- Contact

OPEN CADET GADGET PACK

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10 Go to the 'SAS Digital HQ' tab in your Mentor Portal to view your Cadet's Game Play Code.
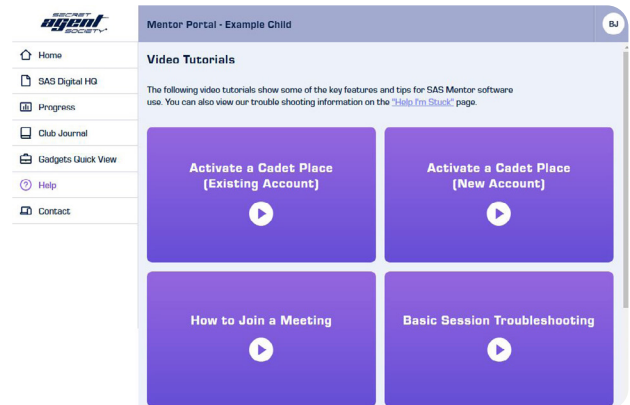
- Your Cadet will need this code to access Digital HQ during and between club meetings.

11 Visit the 'Help' tab to view brief video tutorials.

- Tutorials include how to join a Parent Group Meeting and child Club Meeting which will be one of the first things you do in the SAS Small Group Program. Your SAS Facilitator will take you through other components of the program during the Introductory Parent Group meeting.

- If you are the consenting adult for more than one child, repeat steps 1 to 10 using your existing account to set up additional Cadet profiles under one Mentor Portal.

You have now finished setting up your SAS Mentor Portal and activating your SAS Cadet Place - well done!

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DATA PROTECTION

Now that your Mentor Portal is ready and the Cadet Place is activated, here is how your and your Cadet's data is protected.
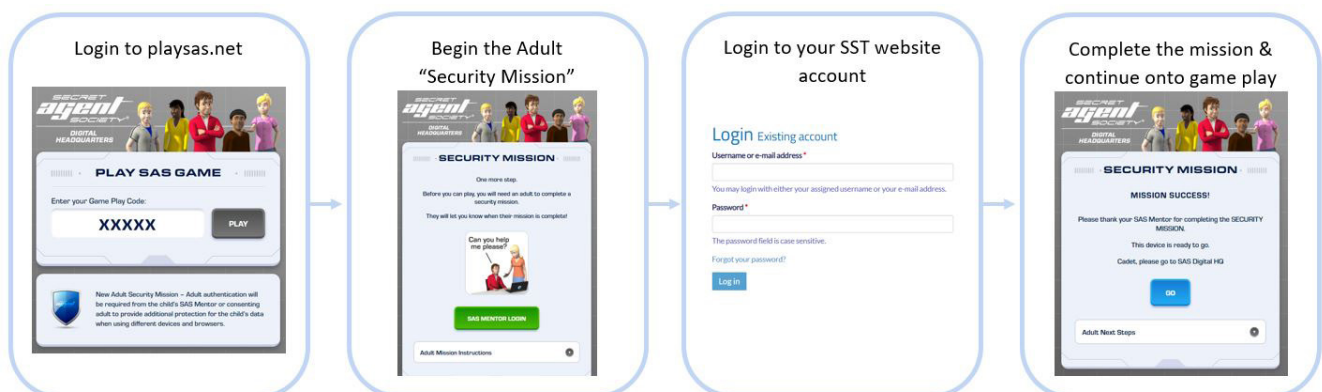
MENTORS

To keep your data and the data of your children safe, Social Science Translated provides a quick and easy two-factor authentication step for all adults involved in supporting a child with SAS.

When you go to www.secretagentsociety.net and login to your SAS Mentor Portal for the second time, you will be prompted to set up Two-Factor Authentication (TFA). From this point, when you log in, you will be asked for your username and password as well as a verification code. You can choose to 'trust' browsers you use regularly, so that you are only asked for the code every 30 days or when using a different device.

CADETS

When guided to buy your SAS Facilitator, support your Cadet in visiting www.playsas.net and enter the 5 digit Game Play Code. The first time a Cadet logs in, they will do so as a New Agent and create their agent identity. Whenever the Cadet logs in after this, they will do so an Existing Agent.

Whenever the Cadet logs into Digital HQ from a new device or browser an adult "Security Mission" is required. The "Security Mission" provides adult authorisation for the child to use the SAS Software on different devices and browsers. This authorisation can be given by any of the child's SAS Mentors, SAS Facilitators or SAS Assistants.

DEVICE COMPATIBILITY

SAS CADETS

✅ 4 Game Levels	✅ 4 Game Levels	❌ 4 Game Levels
✅ Join Club Meetings	✅ Join Club Meetings	❌ Join Club Meetings
✅ Cadet Journals	✅ Cadet Journals	✅ Cadet Journals
✅ Gadget Pack	✅ Gadget Pack	✅ Gadget Pack
✅ Skill Tracker	✅ Skill Tracker	✅ Skill Tracker

SAS MENTORS

✅ Mentor Portal	✅ Mentor Portal	✅ Mentor Portal
✅ Skill Tracker	✅ Skill Tracker	✅ Skill Tracker
✅ Gadget Pack	✅ Gadget Pack	✅ Gadget Pack
✅ Join Parent Group Meetings	✅ Join Parent Group Meetings	✅ Join Parent Group Meetings

SAS FACILITATORS

✅ Professional Training Course	✅ Professional Training Course	✅ Professional Training Course
✅ Review Facilitator Manual	✅ Review Facilitator Manual	✅ Review Facilitator Manual
✅ Create and manage groups	✅ Create and manage groups	✅ Create and manage groups
✅ Prepare and run live meetings	✅ Prepare and run live meetings	❌ Prepare and run live meetings

SYSTEM REQUIREMENTS

Device Minimum Requirements

SAS Small Group Program Digital Edition platforms are designed to run online with most modern devices and browsers

DESKTOP/LAPTOP	TABLET	MOBILE/CELL
MAC OS X 10.11 4GB RAM Core i5 1.6 GHz **Windows 10** Core i5 2.0 GHz 4GB RAM	**iPad Air 1** (iOS 11) **Windows 10** **Android Phones** **Telehealth Split Screen** **iPad Air 2** (iOS 9)	**iPhone 6** (iOS 11) **Windows 10** **Android Phones**

Browsers

• Recommended using the latest versions of Chrome, Firefox, Safari or Edge.
• Browser supporting WebGL 1.0 or greater is recommended.
• Internet Explorer not recommended.

Internet Connection

We recommend using ADSL2+ or above.

WORLDWIDE TECHNICAL SUPPORT

For technical assistance with the game, please explore our Help! I'm Stuck! troubleshooting web-page. For further support, email support@sst-institute.net

Contact Us

Email: sas@sst-institute.net

Phone: +61 7 3720 8740

Online: www.secretagentsociety.com