

Consenting Adult Guide

- Introduction to SAS software
- Create SAS Mentor Account
- Register Cadet Details
- Access Mentor Portal & Help
- Data Protection
- Technical Requirements



Technology Overview

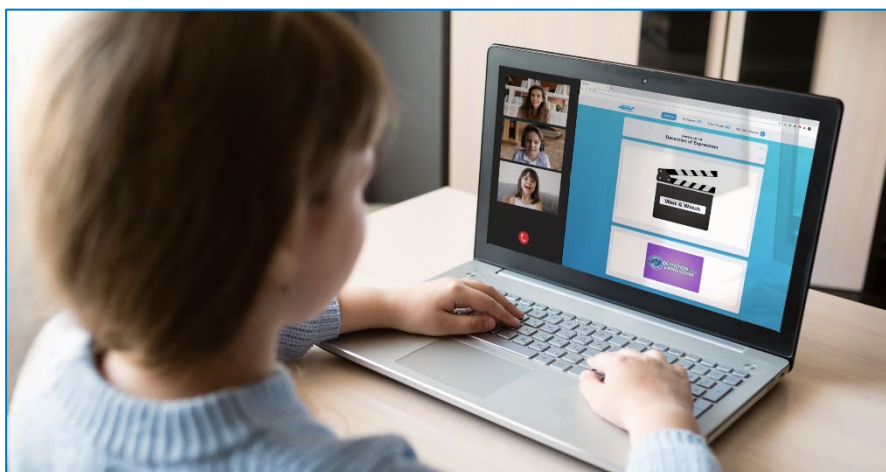
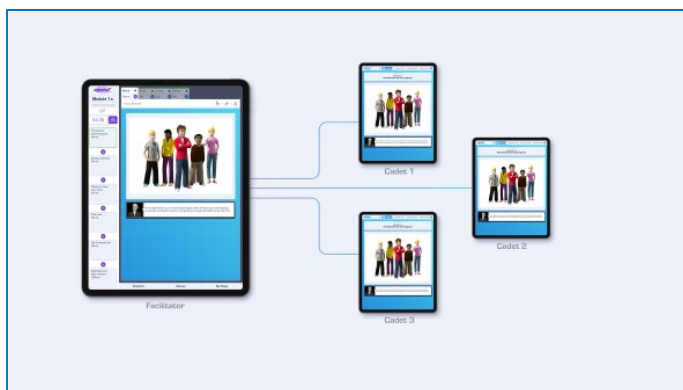
Welcome to the Secret Agent Society Small Group Program!

SAS Cadets and their mentors (parents and teachers) will access the SAS Small Group program resources and tools through compatible devices. In addition, 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.

The program is mostly 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 a set of loan devices can also be used to assist with access during group meetings.

Each individual requires access to a suitable device during the SAS Small Group Program. SAS Cadets and their mentors can login from any compatible device to access the relevant program materials.

To keep the data of children safe, identified adults will be asked to authorise new devices and browsers for children to use SAS software. Two-factor authentication is required for adult accounts. Quick and easy prompts are in place to guide users through data protection set-up.

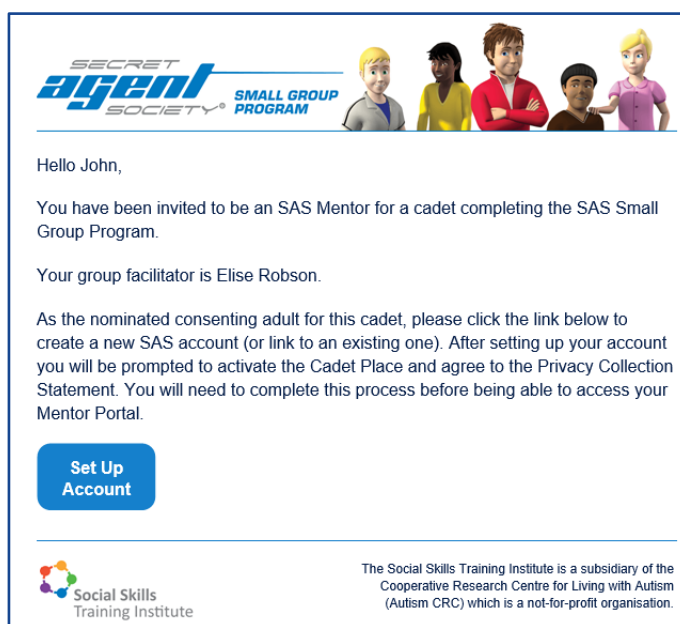


Activating a Cadet Place

Thank you for joining the SAS Small Group Program! As the primary 'consenting adult' for your Cadet, you will receive an email from your Facilitator inviting you to create an SAS software account.

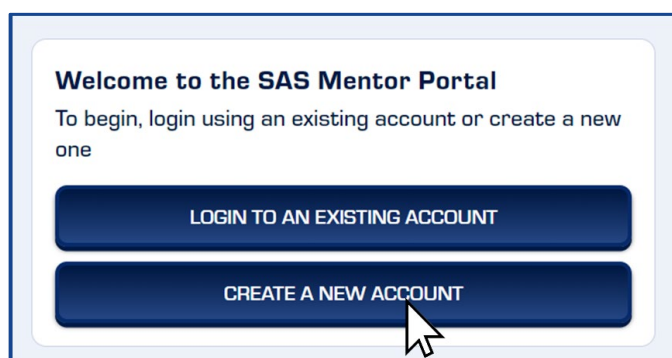
1. Find the invitation email and follow the prompts to 'Set Up Account'.

***Note:** The email will be from "SAS Small Group". Remember to check junk, spam and clutter folders if your email is missing.*



2. Follow the prompts to create a new SST website account.

***Note:** If you already have an account with the Social Skills Training Institute, click 'login to an existing account' and proceed to **Step 5**.*



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

User account

Register New Account

Username *

John-Smith-87

E-mail address *

john.smith@email.com

Password *

Confirm password *

Provide a password for the new account in both fields.

☒ I agree to the End User Licence and confirm I am 18 years of age or older *

Create new account

Back to login

4. You should automatically return to this screen. Click 'Login to an Existing Account'.

Welcome to the SAS Mentor Portal

To begin, login using an existing account or create a new one

LOGIN TO AN EXISTING ACCOUNT

CREATE A NEW ACCOUNT

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

SAS Facilitator Name: Elise Robson

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 your SAS Product Key.

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

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 EliseRobson

Your product key *

XXXXXXXX

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

Activate Product Key

7. Complete the Privacy Collection Statement and enter the Cadet's details.

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

Player's Age *

8. The Activation is now complete and Game Play Code has been generated.

Note: 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:

XXXXXX

My Product Key and Game Play Code

Displaying 1 - 50 of 59

Product Key	Purchased	First activated	Expiry	Game Play Code	Profile name	Last Login	Intervention Type
YWQ6XFDP	6 Apr 2021	6 Apr 2021	6 Apr 2022 Renew	XXXXXX Reset Game Play Code			SAS-SG-D View Small Group Portal?

9. Login to your SAS Mentor Portal.

Note: Your SAS Mentor Portal is your platform for accessing your cadets' SAS resources and joining live parent group meetings.

SAS SMALL GROUP

Welcome to the SAS Small Group Program Mentor and Facilitator access page.

MENTORS
Empower your Cadet

LOGIN

CADETS
Go to SAS Digital HQ

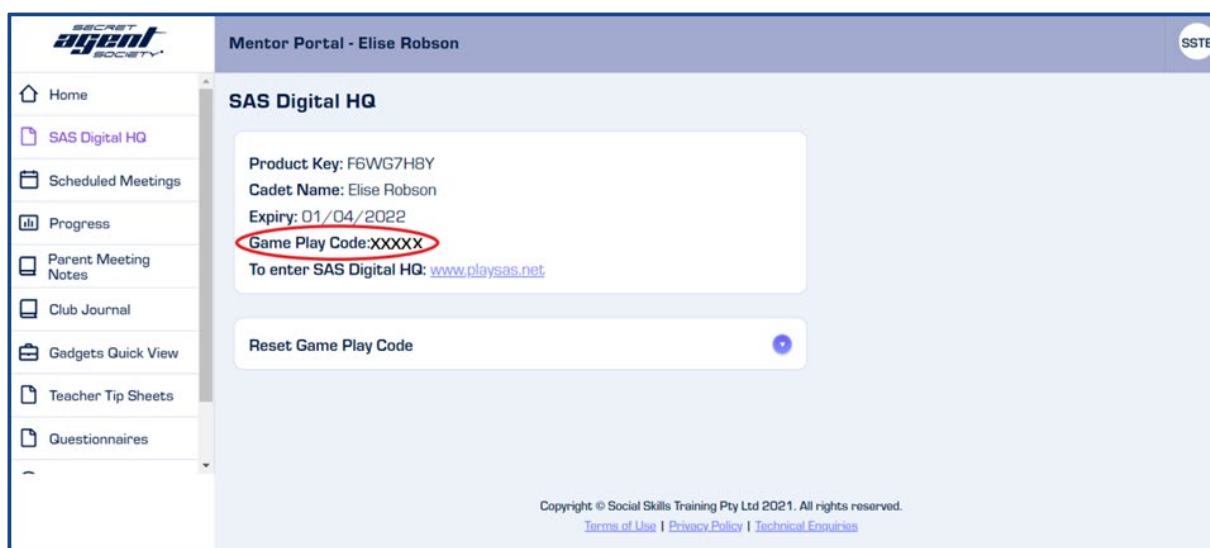
GO

FACILITATORS / TRAINEES
Lead SAS Small Groups & complete your training

LOGIN

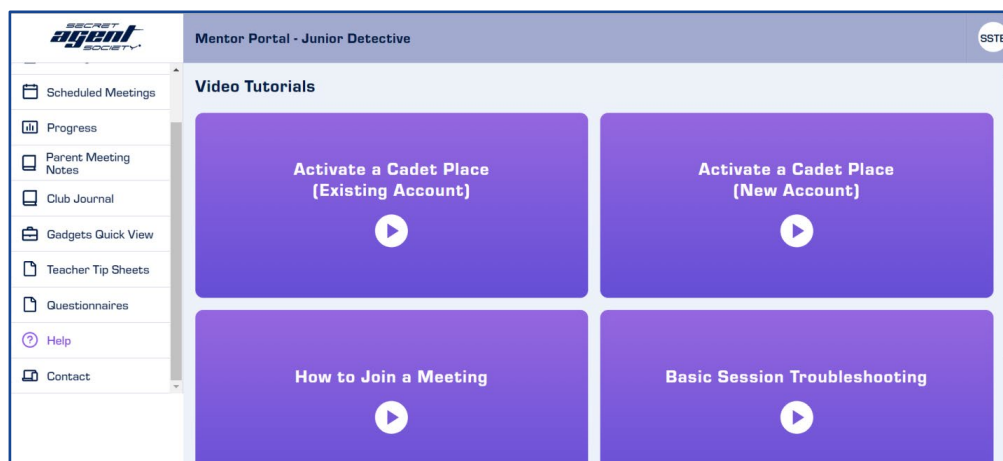
10. Go to the 'SAS Digital HQ' tab in your Mentor Portal to view your Cadet's Game Play Code.

Note: 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.

Note: 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.



Note: If you are the consenting adult for more than one child, repeat steps 1 to 10 using your existing SAS Account to set up additional Cadet profiles.

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

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

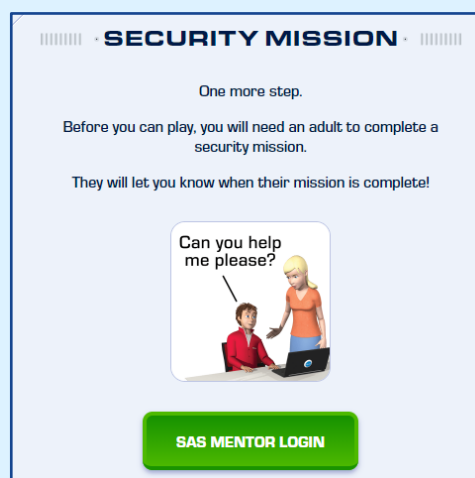
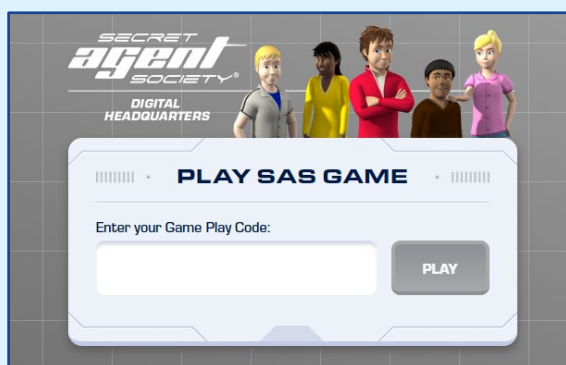
To keep your data and the data of your children safe, The Social Skills Training Institute has a quick and easy two-factor authorisation step for all adults involved in supporting a child with SAS.

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.

CADETS

When guided to by your SAS Facilitator, support your Cadet to go www.playsasnet and use the 5-digit Game Play Code to login as a new agent (and later as an existing agent).

A "Security Mission" will be required from the child's SAS Mentor or SAS Facilitator to provide adult authorisation for the child to use the SAS software on different devices and browsers.



Device Compatibility

SAS CADETS



- ✓ 4 Game Levels
- ✓ Join Club Meetings
- ✓ Cadet Journals
- ✓ Gadget Pack
- ✓ Skill Tracker

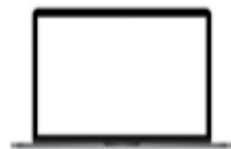


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- ✗ 4 Game Levels
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SAS MENTORS



- ✓ Mentor Portal
- ✓ Skill Tracker
- ✓ Gadget Pack
- ✓ Join Parent Group Meetings



- ✓ Mentor Portal
- ✓ Skill Tracker
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- ✓ Mentor Portal
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SAS FACILITATORS



- ✓ Professional Training Course
- ✓ Review Facilitator Manual
- ✓ Create and manage groups
- ✓ Prepare and run live meetings



- ✓ Professional Training Course
- ✓ Review Facilitator Manual
- ✓ Create and manage groups
- ✓ Prepare and run live meetings



- ✓ Professional Training Course (not recommended)
- ✓ Review Facilitator Manual
- ✓ Create and manage groups
- ✗ 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

Mac OS X 10.11

4GB RAM

Core i5 1.6 GHz

Windows 10

Core i5 2.0 GHz

4GB RAM



TABLET

iPad Air 1

iOS 11

Windows 10

Android Tablets

Telehealth Split Screen

iPad Air 2

iOS 9



MOBILE / CELL

iPhone 6

iOS 11

Windows 10

Android Phones

Browsers

Recommend 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 webpage. For further support, email support@sst-institute.net