



Student Accident Reporting

Email

name@example.com

Password

Enter your password

Log in

[Forgot your password?](#)

If you forget your password, click on the '**Forgot your password?**' link to receive an email with a link to reset your password. If you do not receive the email to reset your password or lock yourself out of your account, please contact your administrator.

Administrator: _____

Email: _____

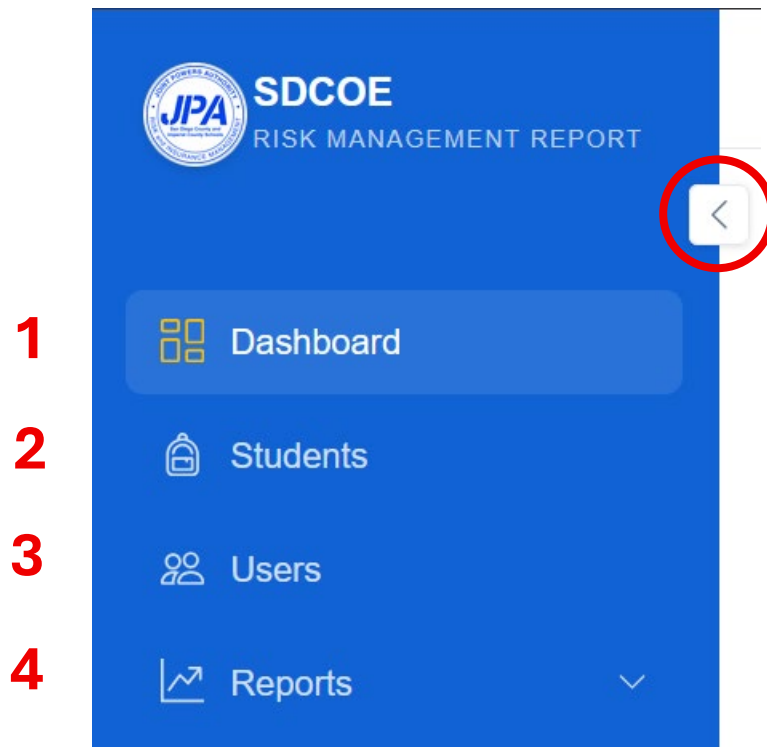
Phone number: _____



The question mark icon at the bottom right of each page in the SAR System provides the current system administrator's contact information to direct any questions or concerns.

Users with **read-only** access will only be able to view reports.

<https://studentaccidentreporting.sdcoe.net/Account/>



Collapsible Menu

Clicking on the arrow on the left of the menu will hide the menu names, but the menu icons will still be accessible.

1. At the top of the **Dashboard** page are the total reports filed, number of severity and high priority reports for the current school year, as well as the total reports filed for the current month.

The 5 Most Recent Student Accident Records are also displayed on the **Dashboard** page, from which you will be able to view/edit the report.

Policy updates can also be found on the bottom of the **Dashboard** page.

2. On the **Student Menu**, a user with **update** permissions will be able to add a student, add a SAR, view prior SARs filed under the student, update student information, and only delete student profiles without any reports.

PLEASE NOTE that a report will be saved as a draft should the system time out after 15 minutes of inactivity. The draft SAR will need to be completed before a new SAR can be filed or within 7 days before automatic deletion. Student accident reports can be edited up to 30 days after the date of injury. However, users will still be able to add additional comments at the bottom of the SAR after the editable time frame has passed.

The **'Show History'** button will toggle the created by whom and when information for each student profile.

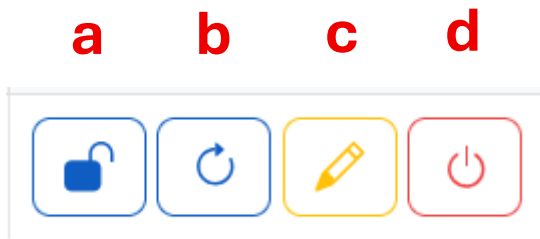
Users will be able to search and filter through the student list by school ID, first name, last name, DOB, grade, home address, and phone number.

Users can also download a list of students as necessary.

3. Users will be able to add a user, download a list of users as necessary, search and filter users by last name, first name, role, and last login date from the **User Menu**.

Users with **update** permissions will be able to

- a) unlock user profiles,
- b) send password reset emails,
- c) edit user profiles, and
- d) deactivate users.



4. From the **Report Menu**, users will be able to run **Summary**, **Injury Detail**, or **Operational Reports**.

The **Summary Report** shows the number of accidents and the percent at which accidents occur per school as selected for any given time frame.

The **Injury Detail Report** shows the number of accidents per school, per injury classification and the percent at which accidents occur per school as selected for any given time frame.

The **Operational Report** shows all the details of each accident per school as selected for any given time frame.