Database Tutorial for Staff

1. **Assign an administrator**: This is the person who will input and monitor information on the Safety Abroad Database, contact the SAO (Safety Abroad Office) to create your user profile.

2. **Log on to the site**: https://www.safety-abroad.utoronto.ca/loginform.aspx
   
   **Username**: UTORid
   **Password**: UTORid password

3. **Collect student info**:
   a. The information the admin must collect from the students in order to register them is:
      
      NAME:
      STUDENT #:
      DATE OF DEPARTURE:
      DATE OF RETURN:
      INSTITUTION: (If not applicable, the city and country)

   b. **Search**: First do a search to make sure the student has not already been added to the database. Click on the blue Search button at the top right hand corner of the screen. Search by Student number.
4. **Create new record:** If the student’s profile has not already been created, then please click on “Create New Record”

5. **Create student’s profile:** Add the student’s name and student number. Scroll down and Save.
   a. Once the profile has been “Saved”, you can scroll down again to find a new button “Programs” at the bottom of the page. Click on this.
   b. Now click on “Create New Record” button

6. **Add student to institution:** This is when you need the information for their trip dates and where they are going.
a. **Not affiliated with a tradition institution:** If a student not affiliated with a traditional institution then for the “Institution” will just be the country they are going to, for instance, the institution would be **Independent Research_Turkey**.

b. **USA Destinations:** If a student is attending a conference in the USA, then for the “Institution” please scroll down to Independent Research section and the State such as **Independent Research_Texas**.

c. **Can’t find the institution:** If the Institution is not in the scroll down menu list then you will have to create the Institution before you can assign the Institution to the student. See step 8.

7. **Complete!** Once you have added this institution information, the student’s profile is created!

8. **To add a new institution:** Click on the blue “Institutions: Tab at the top of the page.

    a. **Click on the “Create New Record”** to add Institution Name.

    The information you will require for this step is:
b. Once the Institution has been added then you can add the Institution to the Student’s Program by searching the student’s student number and then clicking on “Programs” to edit the details.

**A Few Things to Remember:**

Prior to departure we need to ensure all students have entered the following information:

- Passport information
- Health insurance information

We encourage you to do random spot checks to see if any students are missing this information and check that all information is complete before their departure.