

Accessing Your Account

If you received an email from Educatorshandbook.com saying that you had been granted access, click on the link in the email. Your browser will open and you will see a screen like the one shown in Figure 4, below. Follow the instructions from that point.

If you did not receive an email regarding access, if the email was deleted, or if the link expired, go to <https://incidents.educatorshandbook.com>. You will see a screen that looks like Figure 1.

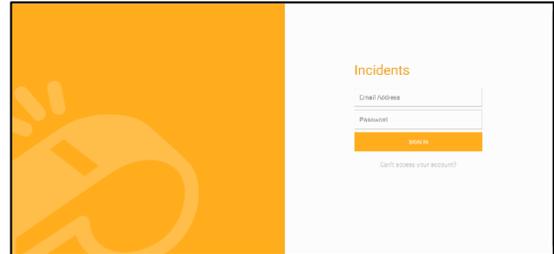


Figure 1

Click on “Can’t Access Your Account” below the SIGN IN button. You will see a screen that looks like Figure 2.

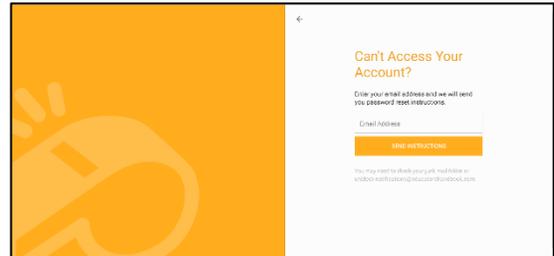


Figure 2

Enter your Proviso email address and click on SEND INSTRUCTIONS. You will receive an email from Educatorshandbook.com with a new link, like the one shown below:

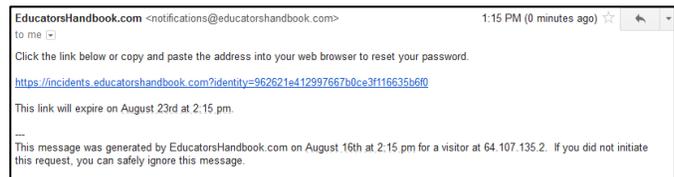


Figure 3

Click in the link. Your browser will open and you will see a screen that looks like Figure 4. Enter your new password in both boxes and click on SIGN IN.

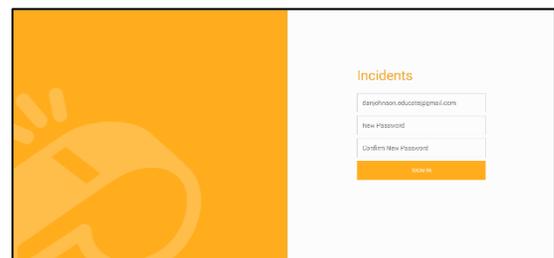


Figure 4

You will then be logged in to Incidents and will see a screen that looks like Figure 5, below.

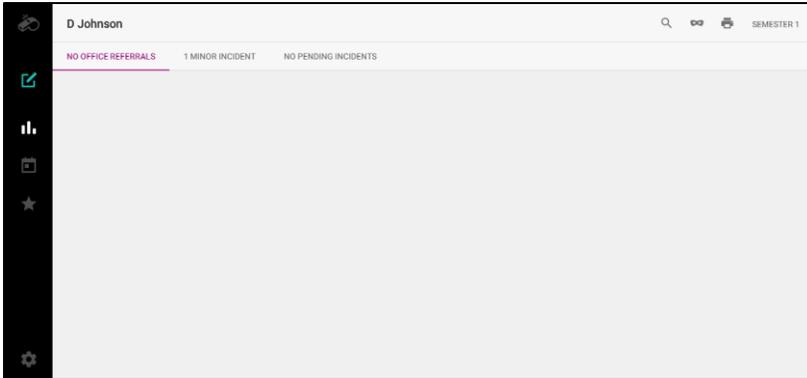


Figure 5

IMPORTANT: You will need to log out after each session. To do so, click on the gear icon on the lower left of the screen.



Figure 6

You will see a dialog box as shown in Figure 7.

Click on "Sign Out". You will then be exited from the system.

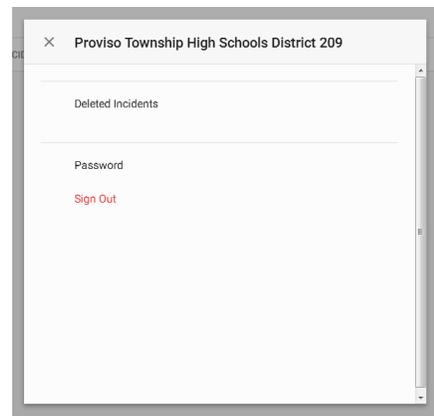


Figure 7