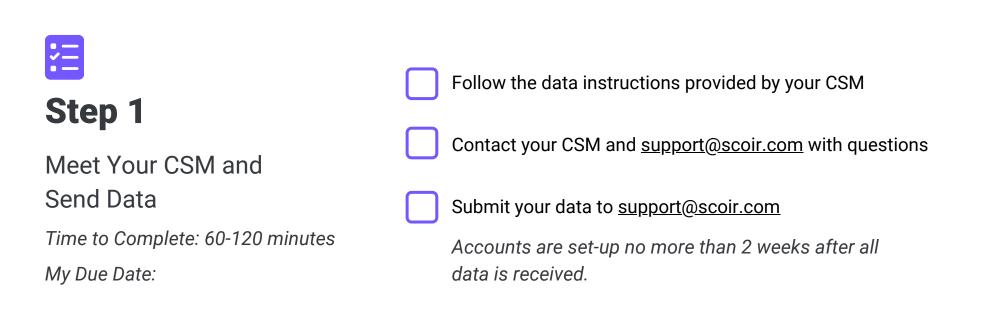
## SCOIR

## **Onboarding Checklist**

**For High Schools** 

Below are 4 steps for your team to rollout Scoir! Exact rollout plans will vary school to school, and based on time of year. We're here to make the onboarding and rollout process work for your unique team. Typically, all 4 steps of the onboarding process are completed within 1 month of joining Scoir.







## Step 2

Complete Your Online Counselor Training

Time to Complete: 130 minutes My Due Date: Register your Scoir account (once your CSM emails you)

Review videos in Courses I-VI of your Online Counselor Training Library

We recommend viewing these videos over the span of ~3-4 days but you're welcome to work at your own pace if you prefer to view them all at once.



## Step 3

Schedule a Pre-Rollout Meeting

Time to Complete: 45 minutes My Due Date: After completing your training, schedule your Pre-Rollout Meeting with your CSM with the meeting link they'll provide you with

We recommend scheduling this 1-2 weeks prior to when you'd like to invite your students to Scoir.

Consider which team members (if any) will assist with and use Scoir, and ensure they're invited to the Pre-Rollout

