

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.

Estimated Time to Complete: 6 hours



Step 1

Meet Your CSM and
Send Data

Time to Complete: 60-120 minutes

My Due Date:

- Follow the data instructions provided by your CSM
 - Contact your CSM and [Scoir Support](#) with questions
 - Submit your data to the [Scoir Support](#) team
- Accounts are set-up no more than 2 weeks after all data is received.*



Step 2

Complete Scoir U Training

Time to Complete: 150 minutes

My Due Date:

- Register your Scoir account (once your CSM emails you)
- Complete your assigned training through Scoir U



Step 3

Schedule a Pre-Rollout
Meeting

Time to Complete: 45 minutes

My Due Date:

- Review the onboarding materials and Scoir U training from your CSM
- Consider which team members (if any) will assist with and use Scoir, and ensure they're invited to the Pre-Rollout



Step 4

Rollout to Students

Time to Complete: 30 minutes

My Due Date:

- Inform your students the day before/morning of sending invites
- Review our [Get Started Guide](#) before rollout day!