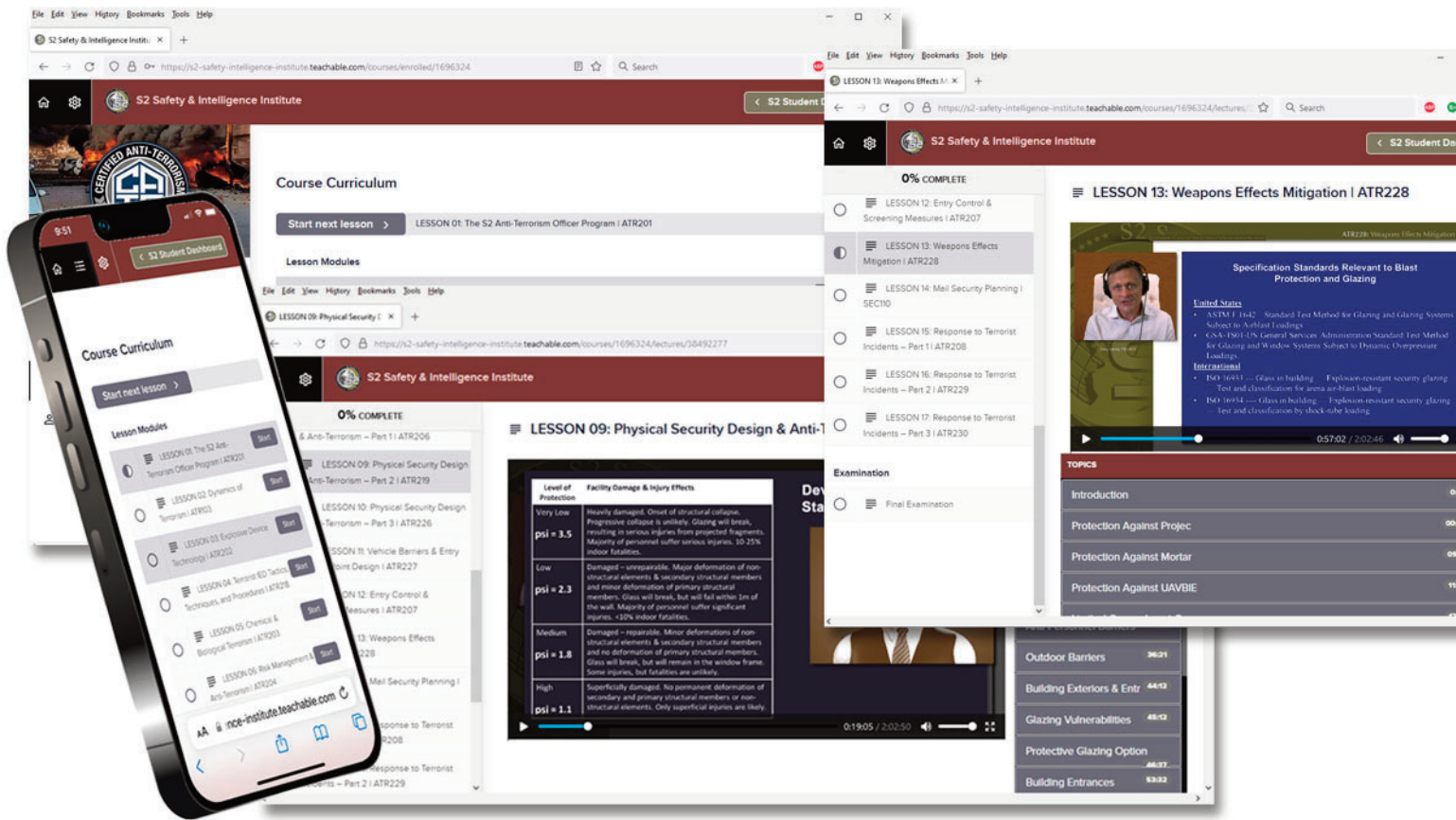




# S2 Online Academy Course Instructions Guide



S2 Safety & Intelligence Institute  
[www.s2institute.com](http://www.s2institute.com)

# Student Registration & Enrollment

## Step 1

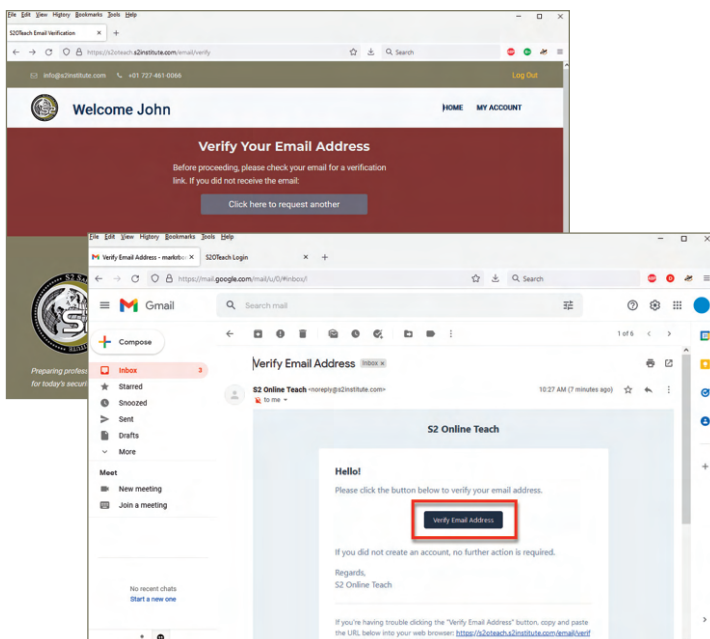
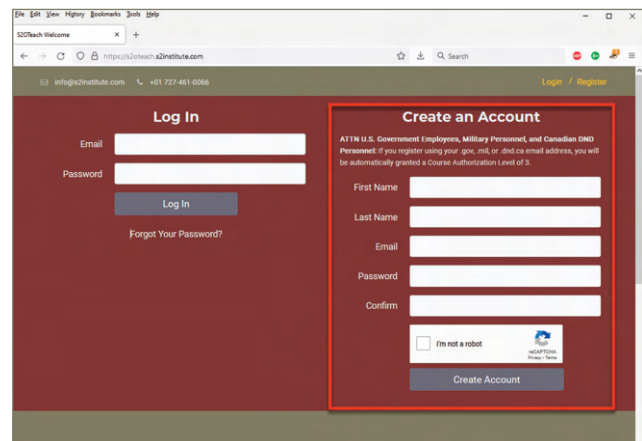
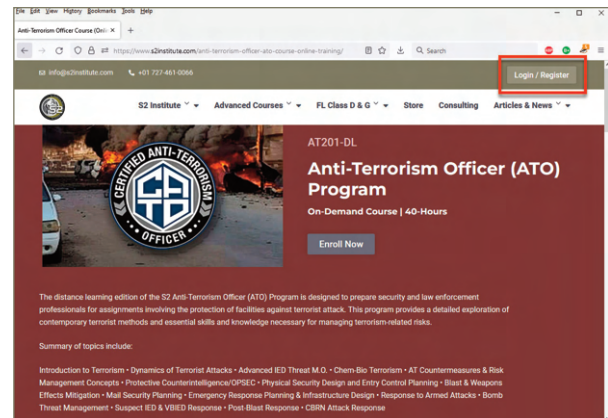
### Create an S2 Online User Account.

Click the "Login/Register" button in the top navigation bar or use the following link to launch the S2 User Registration and Login page:

<https://s2oteach.s2institute.com/>

Complete and submit the User Registration Form to generate a User Name and Password.

U.S. Government and U.S. Military personnel are encouraged to use their official .gov and .mil email addresses to avoid the need for further verification if they wish to enroll in restricted courses. User accounts registered with .gov, .mil, or .dnd.ca email addresses are automatically granted a Course Authorization Level of 3, thus bypassing our Security and Identity Verification process. Level 3 users may skip Step 2 of this guide and proceed directly to Step 3 (Course Enrollment & Payment).



After submitting the User Registration Form, you will be prompted to verify your email address.

Check your email for a verification message from S2 Online Teach. Click the "Verify Email Address" button or copy-paste the link into your web browser.

The verification button/link will launch your web browser and redirect you to the S2 User Login Page.

Login using your User Name and Password.

Logging in will bring you to the S2 Student Dashboard.

To begin the enrollment process, choose a course from the options in the expanded accordion menu and click the "Enroll" button.

## Step 2 Security & Identity Verification

For reasons of security and public responsibility, enrollment in S2 Institute courses which contain sensitive information is restricted to approved students.

If the course you selected is a Level 1 (Public) program, you will be directed to the payment page to complete your enrollment.

If the course you selected as a new student is restricted as a Level 2 or 3 program, you will be directed to complete and submit a Security and Identity Verification Questionnaire. *Click here for details about our Course Restrictions Policy.*

Complete the Security & Identity Verification Questionnaire including all declaration statements, sign with your name, and submit.

After the questionnaire is submitted, you will be redirected to the Student Dashboard. The dashboard will now be updated with details about your pending Course Authorization.

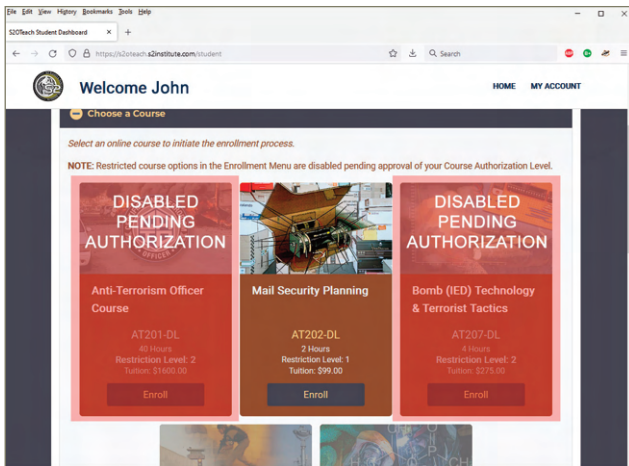
At this stage, please allow a few days for our administrators to review your submission and grant a Course Authorization Level.

While this process is underway, you can check the latest status of your request by logging into the S2 Student Dashboard.

The screenshot shows the S2Tech Student Dashboard. At the top, there's a navigation bar with 'HOME' and 'MY ACCOUNT'. Below it, a green banner reads 'Security Questionnaire Submitted'. The main content area is titled 'Enrollment' and 'Course Authorization Level 1 (Open To The Public)'. It states: 'The security questionnaire you submitted on 20 April 2022 is currently pending review. Your course authorization status will be updated after our administrator has reviewed your submission. In the meantime, you can use the following Enrollment menu to continue enrollment in Level 1 (Public) courses.' Below this, there's a button labeled 'Choose a Course'. At the bottom, there's a section titled 'My Courses' which says 'You have not enrolled in any S2 Online courses.'

The screenshot shows the 'Security & Identity Verification Questionnaire' form. It is divided into several sections: 'Personal Information', 'Current Employment', 'Work Status', and 'Declarations'. The 'Personal Information' section includes fields for Registered Student Name (John Doe), Address 1, Address 2, City, State / Province, Postal, Telephone, Mobile, Date of Birth, and Nation of Citizenship (United States). The 'Current Employment' section includes fields for Organization, Title, Supervisor's Name, Supervisor's Telephone, Supervisor's Email, Alt Contact Name, Alt Contact Telephone, and Alt Contact Email. The 'Work Status' section has a note and a list of radio button options: 'I am currently working in a full-time capacity with security-related responsibilities.', 'I am currently working as a fire, Hazmat, EMS, or healthcare professional.', 'I am a certified and sworn law enforcement officer currently employed by a law enforcement agency.', 'I am a U.S. Government employee with security, law enforcement, intelligence, or consequence management responsibilities.', and 'Other'. Below this is a text area for 'If OTHER, please describe your current work activities and employment status:'. The 'Declarations' section has a note and a list of radio button options: 'Yes' and 'No' for 'Have you ever been convicted of a felony?', 'Have you ever been diagnosed as mentally ill or committed to a mental institution?', 'Have you ever been affiliated with a group that advocates the use of violence against the U.S. Government or U.S. citizens?', 'Have you ever been affiliated with a group registered as a Terrorist Organization by the U.S. Department of State?', 'Do you agree that any information learned in S2 Online Academy's restricted classes will only be used for lawful purposes?', and 'I testify that the information provided in this questionnaire is truthful and complete.' At the bottom, there's a text area for 'Testify the authenticity of your statements by typing your name in the following space:' and two buttons: 'Save' and 'Submit For Review'.



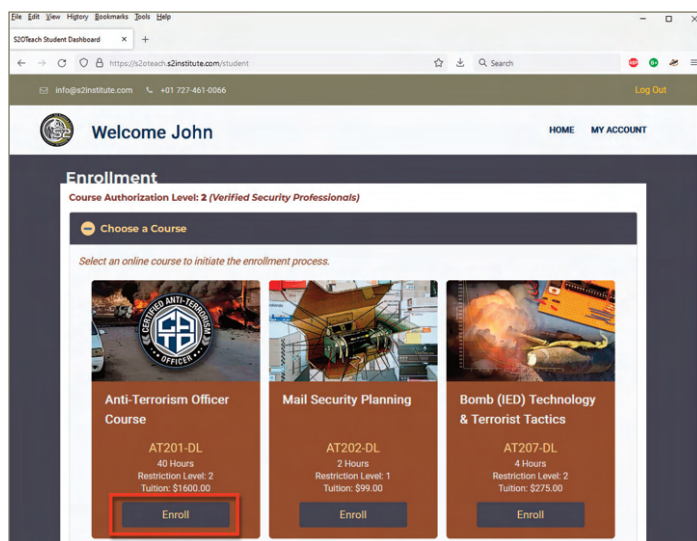
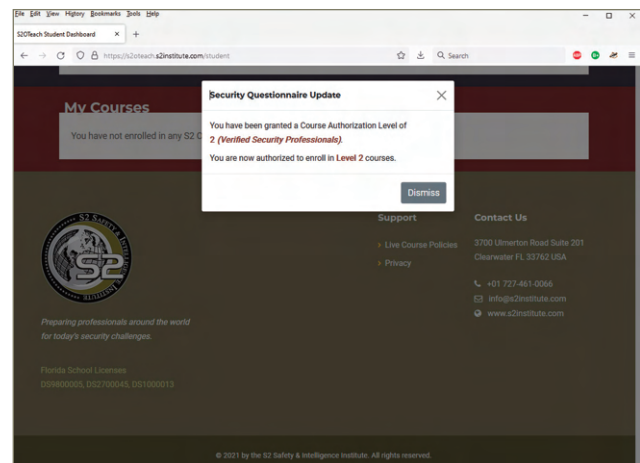


While awaiting approval of your new Course Authorization Level, you are welcome to continue enrolling in Level 1 (Public) courses.

Enrollment options for Level 2 and 3 courses will be disabled (grayed-out).

You will receive an automatic email notification when our administrators have updated your Course Authorization Level.

An updated status message will also be displayed when you log back into the S2 Student Dashboard.



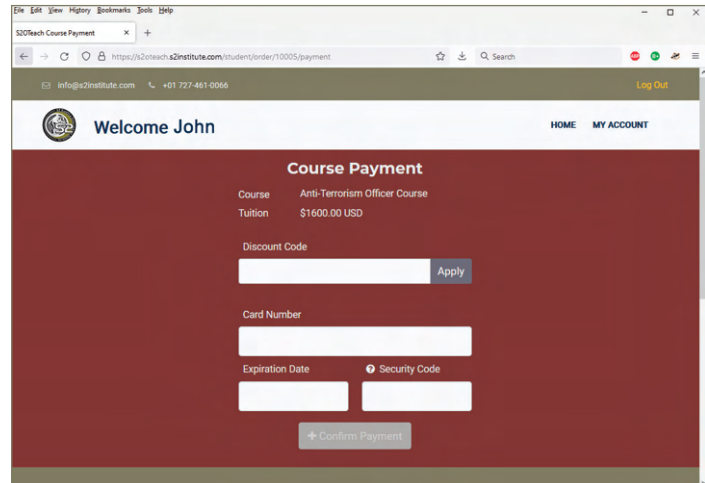
## Step 3 Course Enrollment & Payment

If your Course Authorization Level matches the Restriction Level for a desired course, use the "Choose a Course" accordion menu to locate the program and click the "Enroll" button.

You will now be prompted to pay for the course.

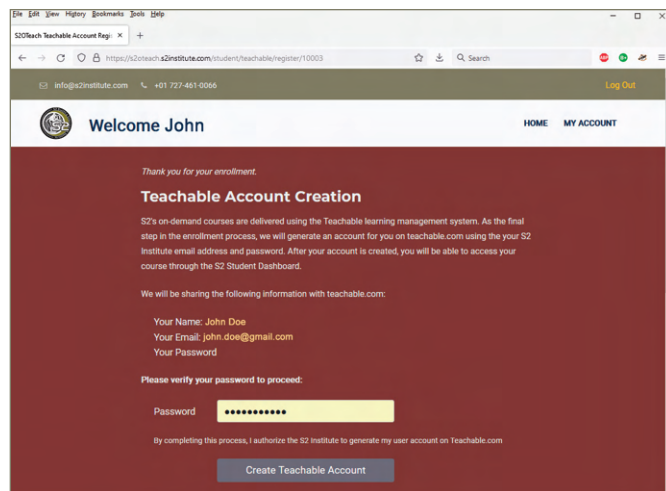
If you have a discount code, enter the discount code and click "Apply." This will now refresh the page and update the tuition fee.

If the discount code is a 100% fee waiver (e.g., pre-purchased group enrollment, etc.), applying the discount code will bypass our payment system and complete your enrollment.



As the last step in the process, we will generate an account on Teachable (our third-party LMS host) using your S2 login credentials.

Enter your password and click the "Create Teachable Account" button to continue.



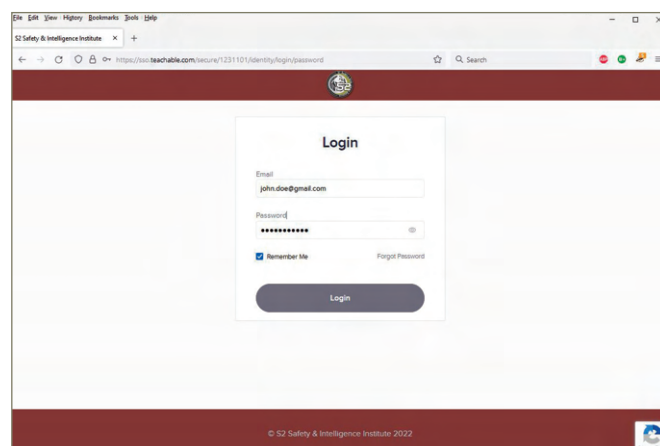
## NOTE

Security & Identity Verification and Teachable account creation are both one-time processes. You will not be required to complete these steps again for additional courses unless you request a change to your account status.

When your Teachable account is created, you will be directed to S2's LMS site on Teachable.com.

Log in using your registered User Name and Password.

**TIP:** Save your Teachable login information in your browser to minimize inconvenience when opening courses in the future.

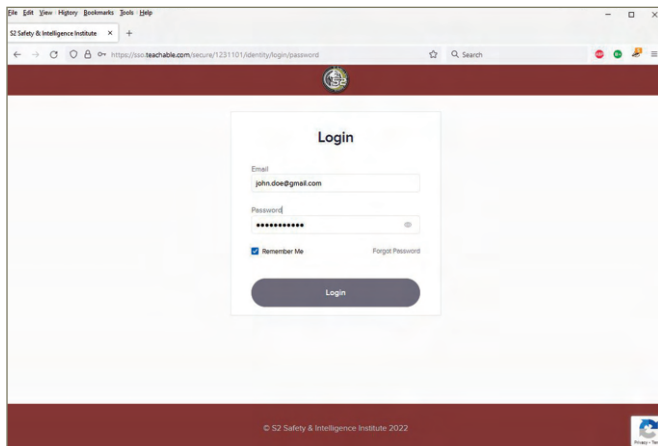
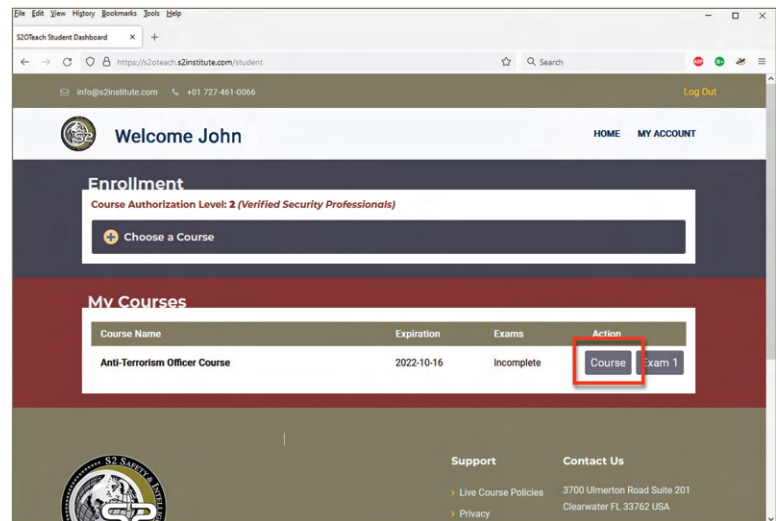


# Completing Your S2 Online Course

After enrollment, you can access your S2 Online course through the S2 Student Dashboard.

Scroll to the "My Courses" section and click the "Course" button to open the S2 LMS site on Teachable.

**NOTE:** You must use the "Course" button in the S2 Student Dashboard to launch our Teachable courses. You cannot access the S2 LMS site by logging into Teachable.com directly.



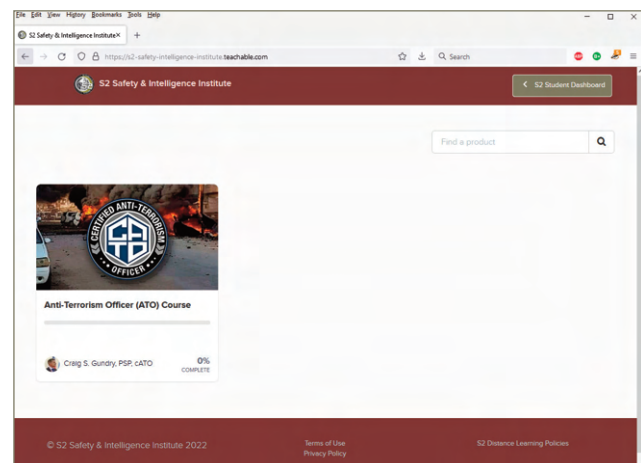
Clicking the "Course" button will open the S2 LMS site on Teachable.

Log in if you are prompted.

**TIP:** Save your Teachable login information in your browser to minimize inconvenience when opening courses in the future.

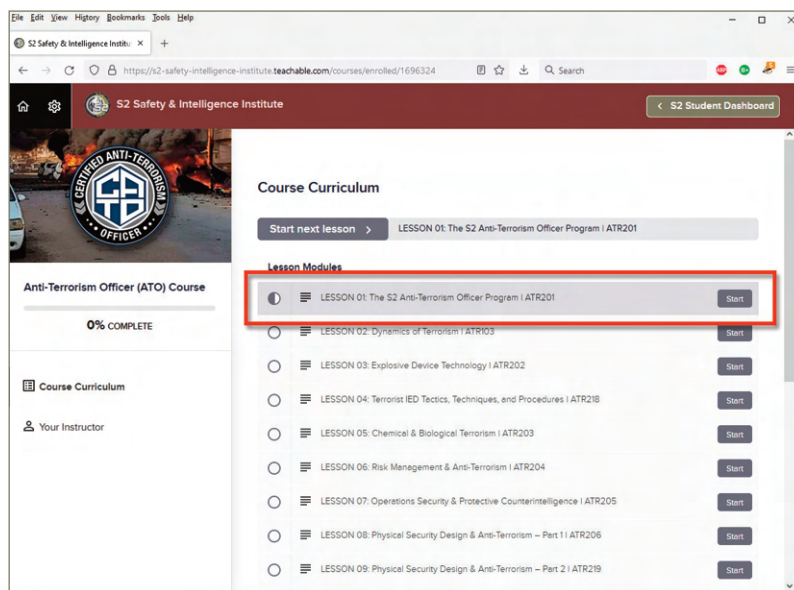
Once you are logged in to the S2 LMS site on Teachable, you will see a menu of your active courses.

Click the course to open the program.



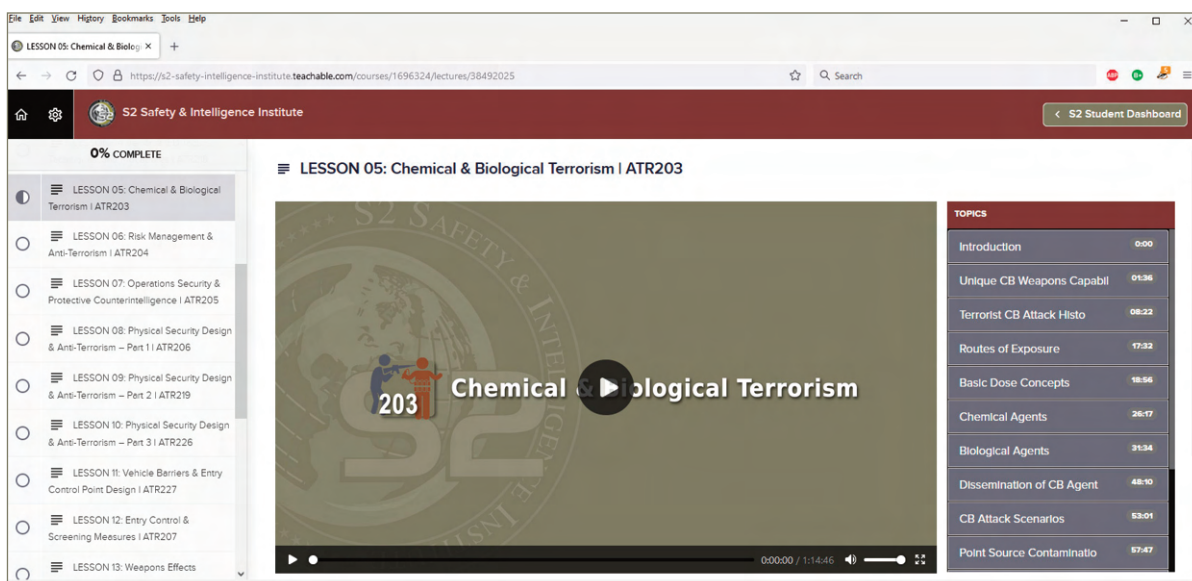
The Course Curriculum page displays all lesson modules in the course. Click the name of a lesson or the “Start” button to launch a lesson module.

The order of lessons in most courses is specific. We recommend proceeding through the program by completing lessons in sequence to ensure a proper foundation of knowledge often assumed by presentation in later lesson modules.



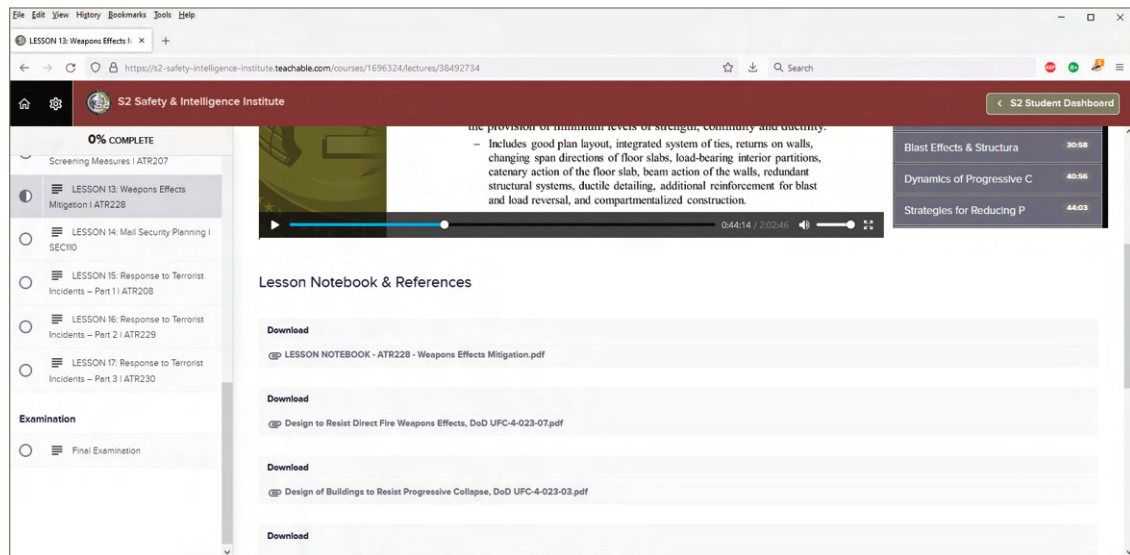
S2's online course lessons are delivered as mastered videos presented by our instructors.

You can change the audio volume, screen view, and play position of the video by using the video player controls. You can also navigate to specific subjects by using the topical navigation menu.





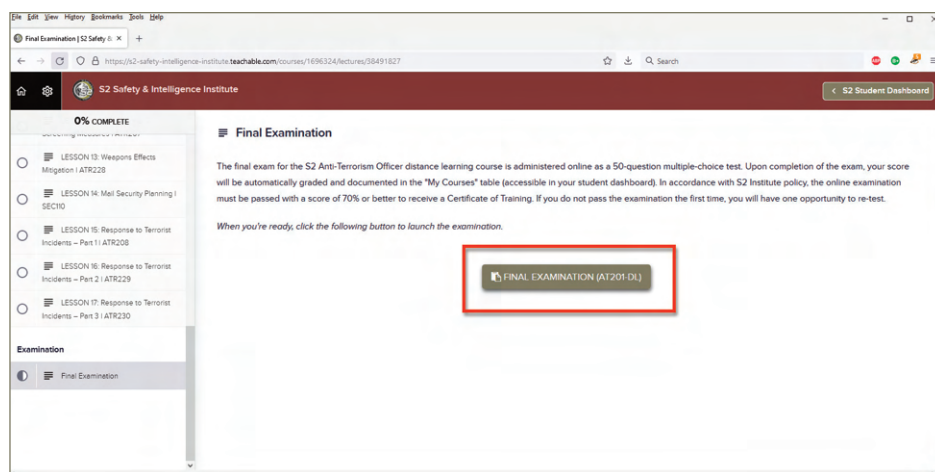
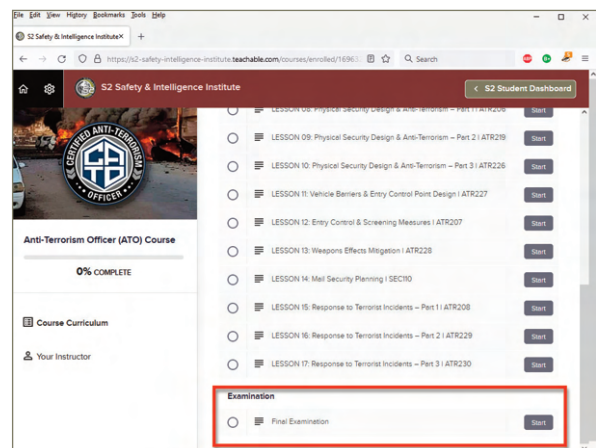
Below the video player are links to download the Lesson Notebook (containing all slides for the lesson), any exercise documents, and additional reference documents related to the lesson's content.

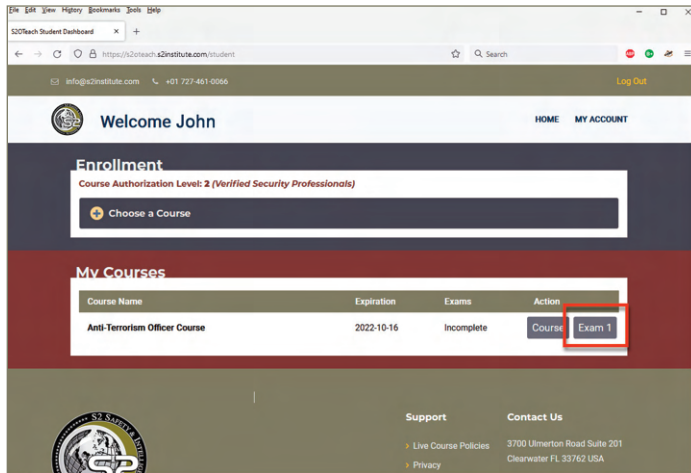


When you have completed all lesson modules and you're ready to take the examination, the exam can be launched either from the S2 LMS site or the S2 Student Dashboard.

If the Course Curriculum page is open, scroll to the bottom section titled "Examination" and click "Final Examination."

This will open a lesson page with instructions about the final exam. Click the "Final Examination" button to continue.



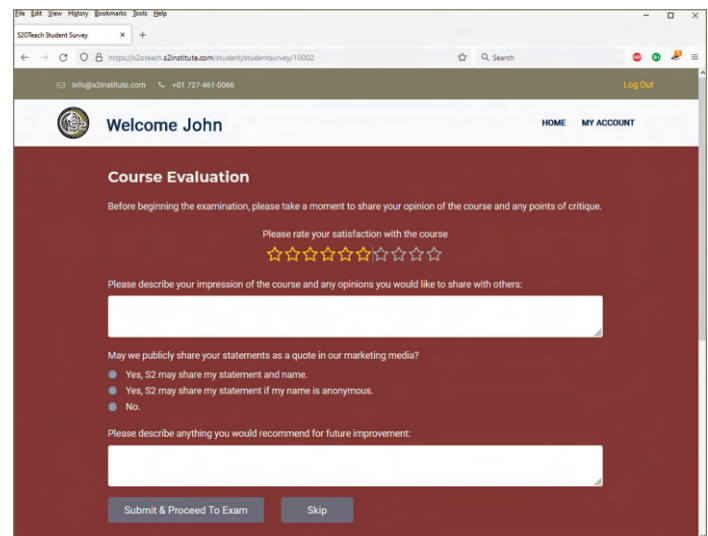


The final examination can also be launched directly from the S2 Student Dashboard.

Scroll to the "My Courses" table and click the "Exam 1" button to continue.

Before starting the exam, please take a few moments to share your opinions of the course and any suggestions for future improvement.

Also please advise us if we are permitted to share your statements as a quote for the benefit of others who may be considering taking the course in the future.

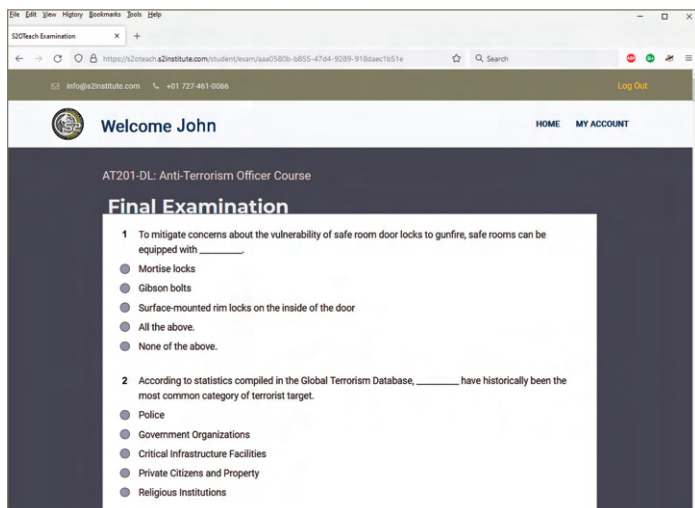


Submitting your course evaluation opens the Final Examination.

Questions on the examination are multiple-choice and randomized from a pool. No two examinations are the same.

Take your time answering each question before submitting the exam for grading. There is no time limit on S2's online examinations.

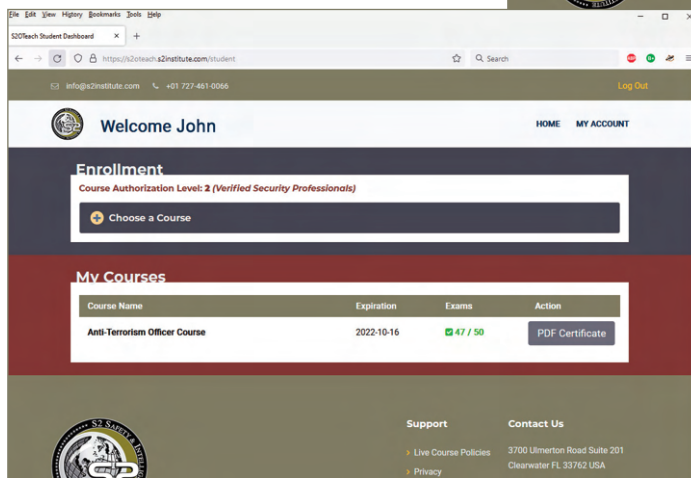
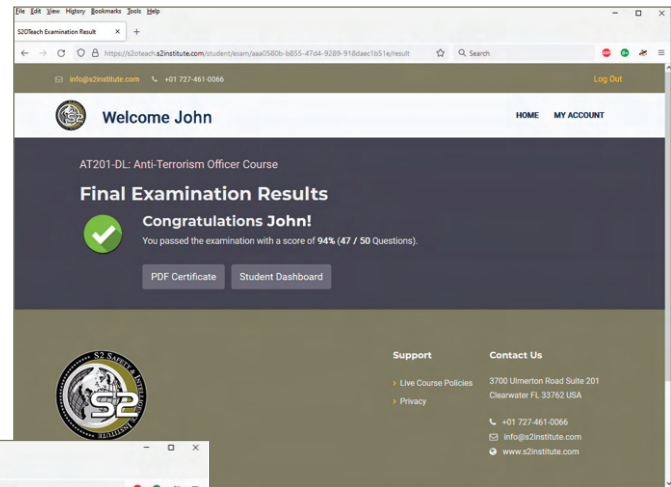
**NOTE:** The exam must be completed in one session. Although you can exit during an examination, you cannot save answers to exam questions and return to complete the exam at a later time.



Once the exam is submitted, our system will automatically grade the exam and display the results.

If you passed the exam, a Certificate of Training can also be downloaded in PDF format.

Your examination score and certificate download will also be accessible in the future from the "My Courses" section of your Student Dashboard.



If you fail the first examination, you have one opportunity to retest.

We recommend that you first review any lesson modules relating to questions which seemed challenging during the exam. When you are ready to re-test, launch the examination again from the S2 Student Dashboard by clicking the "Exam 2" button.

**NOTE:** If you pass the exam on a second test, your original score will be removed from your transcript and replaced with the passing score.

