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| **PPMM Sex Ed Onboarding Guide** |

**This guide will help you quickly gather all the information needed to successfully request seats for PPMM Sex Education courses.**

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| 1. **Service Details** | * **Collect course access details (per course) \*** |
| 1. **Approximate # of students** eligible for each course. |
| 1. **Toal # of teachers** that need access to each course. |
| 1. **Email addresses for all Teachers** |
| * **Confirm Headphone/devise access:** Ensure all students have access to a personal device and headphones to access the course. |
| * **Confirm: Parent/guardian notifications:** Confirm the date parent/guardian notifications were or will be sent. |
| 1. **IT Tech Check** | * **Contact your IT department to request that they complete or confirm the actions below. You can find a template for this request** [**here.**](https://files.cdn.thinkific.com/file_uploads/281496/attachments/965/5b8/42d/_Email_Template__IT_-_Tech_Check_Requestv.9.24.pdf) |
| 1. **Internal Blocks**: Confirm that all internal blocks have been removed, enabling smooth access to the course platform. |
| 1. **Safe-listed URL**: Add or confirm the following URL is added to your organization's safe list: [**https://ppmmeducation.thinkific.com/**](https://ppmmeducation.thinkific.com/) |
| 1. **Confirm: Parent/guardian notifications:** Confirm the date parent/guardian notifications were or will be sent. |
| 1. **Service Cost and Invoicing** | * **Service Cost**: Indicate the amount your school or district can pay for course access. ($0-$10 sliding scale). |
| * **Invoicing Contact:** NAME and EMAIL information for the individual(s) responsible for managing invoices. *(NOT APPLICABLE for partners with $0 service cost)* |
| 1. **User Agreement** | * **Authorized Signatory:** Collect the NAME, TITLE and EMAIL information for individual(s) able to sign the PPMM eCourse User Agreement. |

[**All Set? Start your request HERE.**](https://app.smartsheet.com/b/form/f59921854ba44209a4425be5beef34d3)