

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 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 support@scoir.com with questions
- Submit your data to support@scoir.com

Accounts are set-up no more than 2 weeks after all data is received.



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



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!