

SANDBOX GUIDE

- ❖ Type: sems.ccsd.net in the browser window.
- ❖ Select: Sandbox link from the right side of the homepage.
- ❖ User ID: sbx1 (1-50 available)
- ❖ Password: sandbox10
- ❖ All students' names in Sandbox are scrambled. In order to find a student/students to work with, select SEARCH and enter the first name Jennifer or John and an attending school. Select from the list of students displayed. Keep in mind if you want a "blank" student that no one has worked with you may need to go forward a few pages.
- ❖ In order to practice an Annual, Re-Eval, or any other events for students with a Special Ed status, start with the In State Transfer event. Use the events that auto generate.
- ❖ To practice the Initial or Out of State process, start with the INITIAL REFERRAL or OUT OF STATE TRANSFER event.