



Lifeguard Portal™ User Guide for Lifeguards & Dispatchers



TABLE OF CONTENTS

Section 1 – User Account Activation

Section 2 – Online Learning Access (if registered)

Section 3 – e-Book Account Access (if purchased)

Section 4 – Digital Certification Signature (if used by Course Instructor)



Section 1 – SGE Lifeguard Portal™ Account Activation

Any user registered to the SGE Lifeguard Portal will receive the following email to activate their account.

Step 1 of 2 - Account Activation

All new portal users will receive an email requesting they activate their account. Clicking the link in the email will open a new window or tab to the user activation section of the Lifeguard Portal™.



Activate Your User Account

**Your user account was just created:
giovanni_regacho_45455**

Please click the link below to complete the registration process. Also, make sure to change your username to something easy to remember.

Click the activation link to access the user activation section of the portal.

Click Here To Activate Your User Account!

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Step 2 of 2 - Input User Information

Once at the User Activation section appears fill out the form using the same email address as provided to the course administrator. Create and input username, password, and date of birth.

Usernames must be a minimum of 8 characters and can only contain letters, numbers, underscores, and dashes.

Passwords must be a minimum of 8 characters and must contain one uppercase, lowercase, and number. Special characters can also be used.

User Activation

Welcome, LifeguardFive TestUser! Please supply the email address used to create your account and create a new password.

Activate Your User Account

Email Address

Username

Password

Verify Password

Date of Birth



Once all user information is inputted, click "Activate User Account" to finish activating the account.



Section 2 - StarGuard Lifeguard Online Learning Course Access

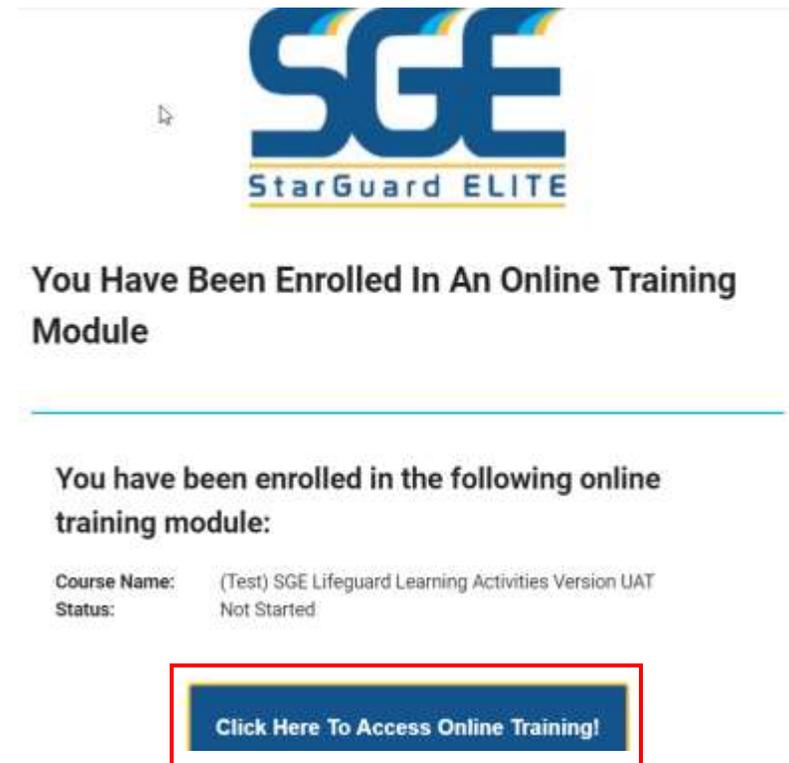
Please note this feature will only appear if your Training Center has registered a portal user for Online Learning.

Option 1 - Begin online learning through email

Check your email and spam folder. To begin the online learning through email, open an email from the SGE Lifeguard Portal. Click on the blue button to access the online training.

Once logged in, look on the Dashboard for the green “Access Course Here” button.

If you do not receive this email, you should have received an email from the SGE Lifeguard Portal for Account Activation. Please reference Section 1 of this User Guide.





Option 2 - Begin course via Lifeguard Portal Dashboard

Once logged into the portal, click on the “Access Course Here” button on the bottom part of the dashboard. The course will open in a new tab/window like the example below. Simply press **begin course** or **resume**. You can take a break from the class at any time. After enough time passes, you will get a reminder email. You can log back into the class through the SGE Lifeguard Portal.

From your dashboard you can also see your progress on the course as well as your score.

Make sure the popup blocker is not on! If you click and nothing happens, then the browser is blocking new tabs or popups.

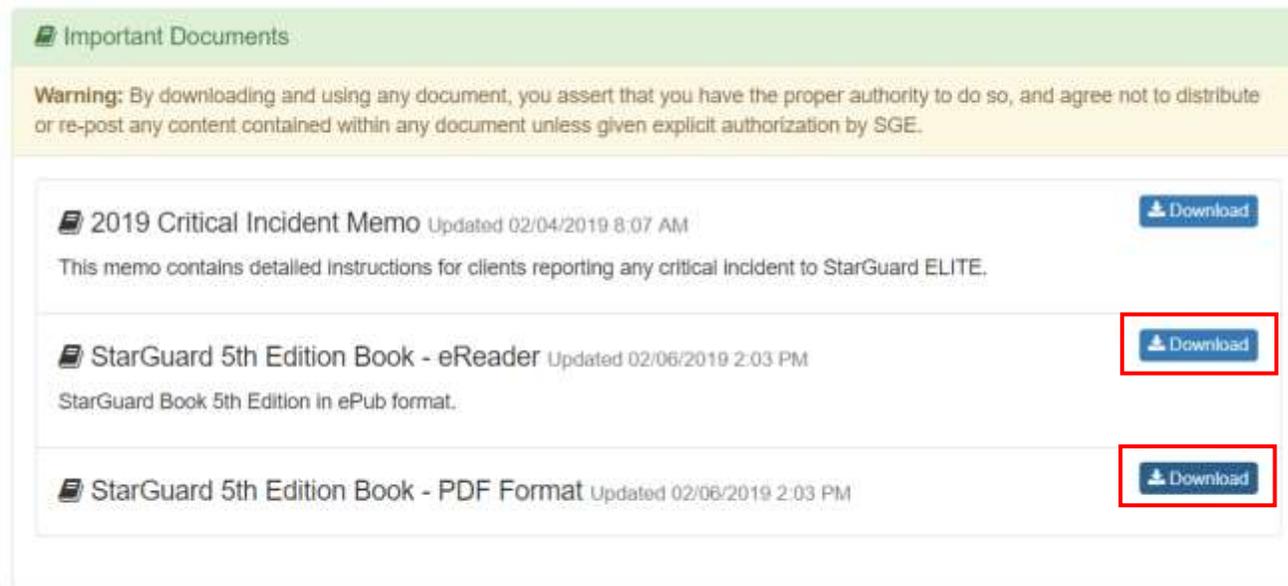
Section 3 - Electronic StarGuard Lifeguard Textbook Access

Please note this feature will only appear if your Training Center has registered for e-Books for their Lifeguard Portal account.

Option 1 - Accessing Electronic Book through the dashboard

From the SGE portal dashboard, scroll down and download either the e-Reader version or the PDF.

- The e-Reader format is for use with book reading apps, such as a kindle.
- The PDF version can be viewed by any PDF viewer such as Adobe Reader. Click here to download: <https://get.adobe.com/reader/>

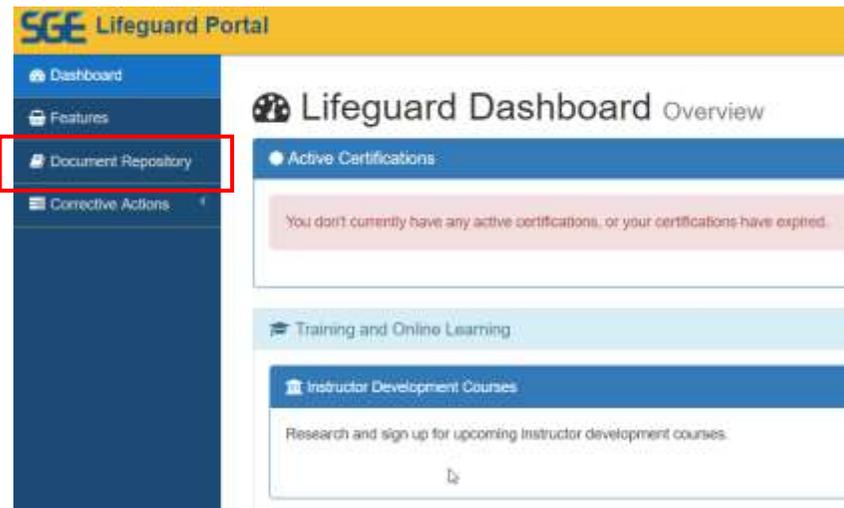


The screenshot displays the 'Important Documents' section of the Lifeguard Portal dashboard. It features a warning message at the top, followed by a list of three documents, each with a 'Download' button. The 'Download' buttons for the two StarGuard 5th Edition Book entries are highlighted with red boxes.

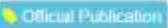
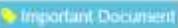
Document Title	Updated	Action
2019 Critical Incident Memo	Updated 02/04/2019 8:07 AM	Download
StarGuard 5th Edition Book - eReader	Updated 02/06/2019 2:03 PM	Download
StarGuard 5th Edition Book - PDF Format	Updated 02/06/2019 2:03 PM	Download

Option 2 - Accessing the Electronic Book through the Document Repository

1. Click on the document repository on the left hand side of the dashboard.



2. Once in the document repository, choose either the e-Reader or PDF format to download.
 - The e-Reader format is for use with book reading apps, such as a kindle.
 - The PDF version can be viewed by any PDF viewer such as Adobe Reader. Click here to download: <https://get.adobe.com/reader/>

	StarGuard 5th Edition Book - eReader	 Kidd, Shawn	 Official Publication	 Important Document	19.83 MB 	2/06/2019 	
	StarGuard 5th Edition Book - PDF Format	 Long, Wess	 Official Publication	 Important Document	29.59 MB 	2/06/2019 	



Section 4 - StarGuard Digital Certification Signature

Please note this feature will only appear if your Instructor has opted for digital certification signatures.

Digital Signatures - Accepting License Terms

Once the instructor approves the course and agrees to the Terms and Conditions, each lifeguard candidate will receive an email to accept the Terms and Conditions of their license. Candidates must login to their portal account, select the “SIGN HERE” button, and accept the terms of their license.

Lifeguard Dashboard Overview

Pending Certifications

Important! Please accept the Terms and Conditions for the following certifications.

StarGuard ELITE
(course end date: 04/17/2018)

SIGN HERE!

SGE Terms and Conditions

I hereby acknowledge that I have read and agree to adhere to all the requirements of the SGE StarGuard Lifeguard Certification and procedures included within the training that this license can be suspended or terminated if I do not adhere to the terms of this license. I accept that this license is valid at StarGuard ELITE facilities.

Password
Enter Your User Password

Accept All Terms and Conditions

Once signed into their account, the candidate will click on “SIGN HERE” on the Lifeguard Dashboard.

The candidate will then select the terms they are agreeing to and enter their password to accept the Terms and Conditions.