Lifeguard Portal™ User Guide for Lifeguards & Dispatchers

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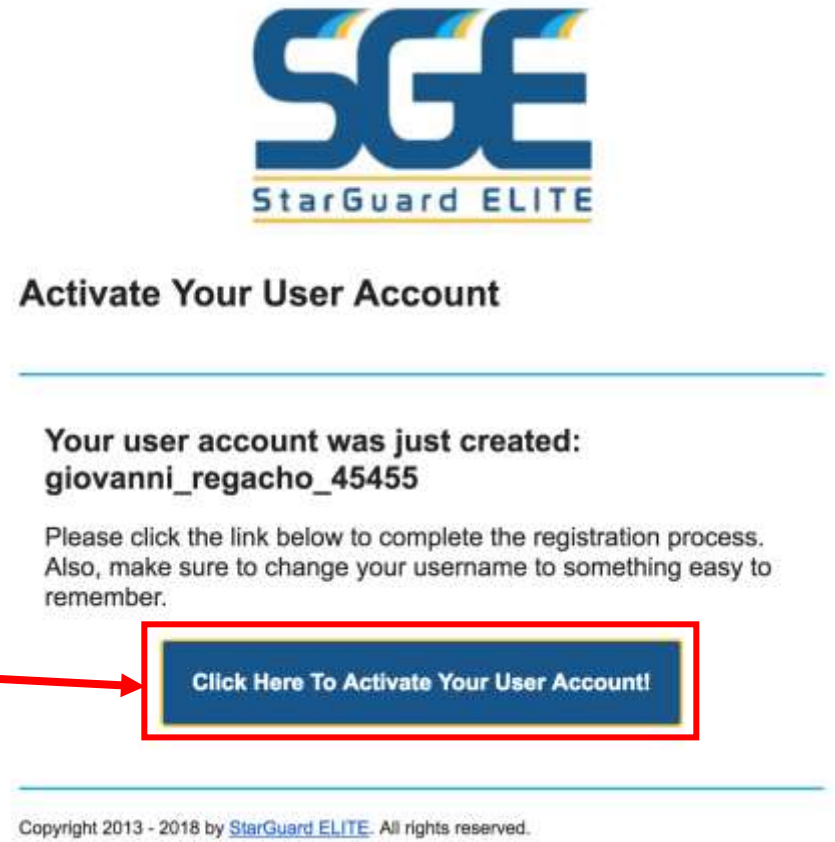
Section 1 – SGE Lifeguard Portal™ Account Activation

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™.

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

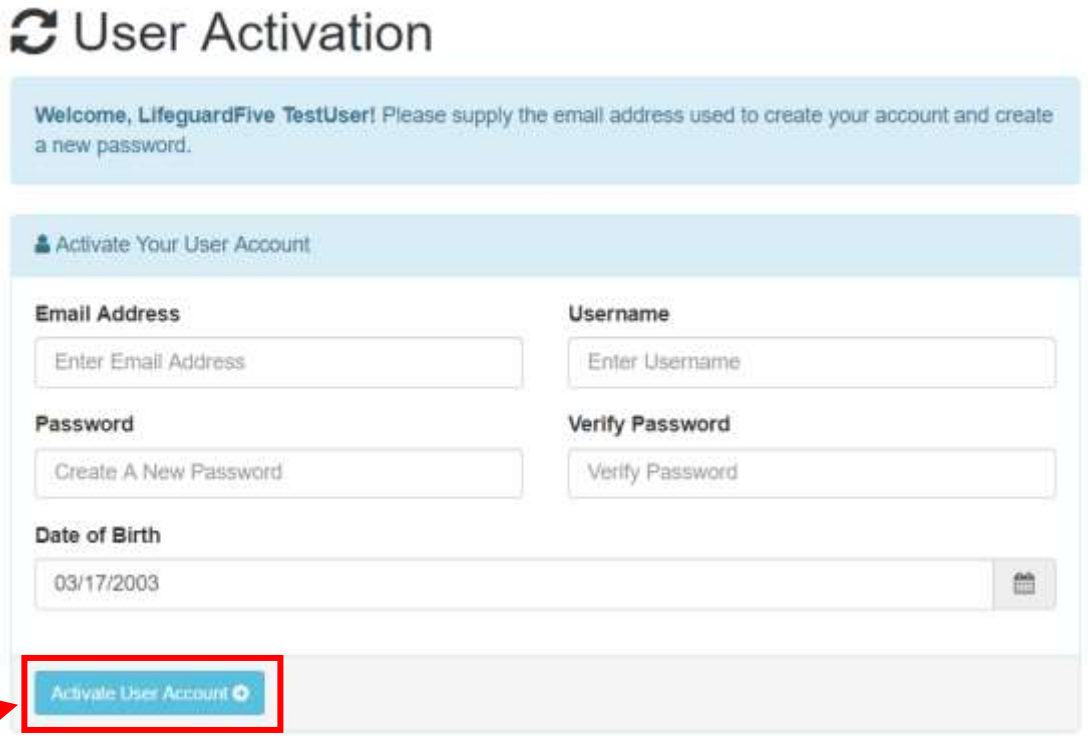


Step 2 of 2 - Input User Information

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.



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

Section 2 - StarGuard Lifeguard Online Learning Course Access

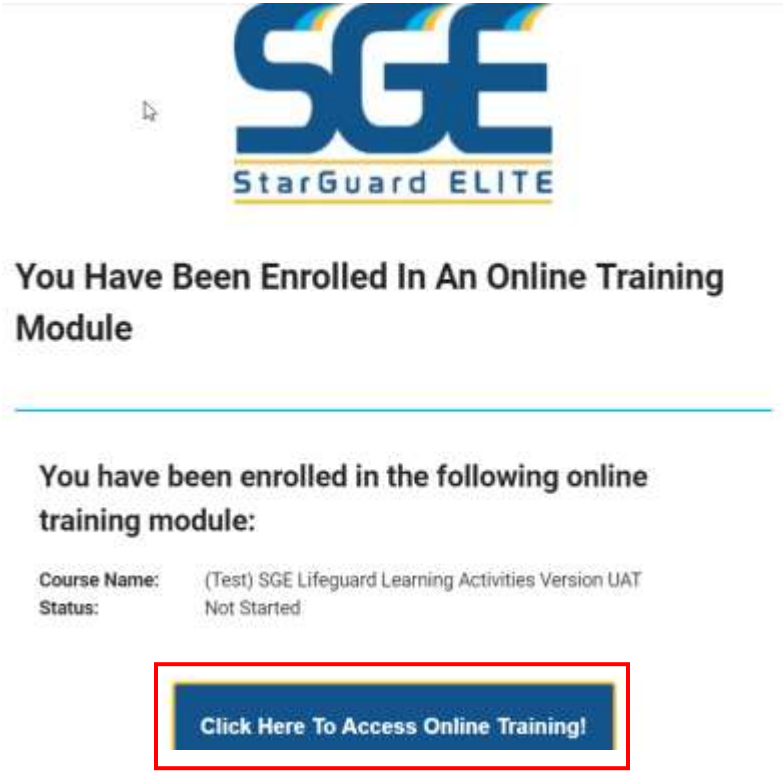
Please note this feature will only appear if your Training Center has registered a portal user for Online Learning.

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.

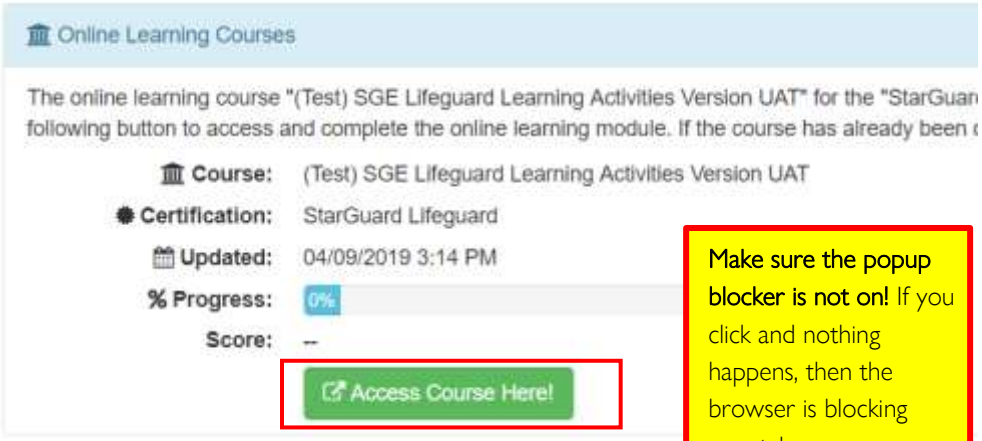
If you do not receive this email, you should have received an email from the SGE Lifeguard Portal for Account Activation. Please reference Section 1 of this User Guide.



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.

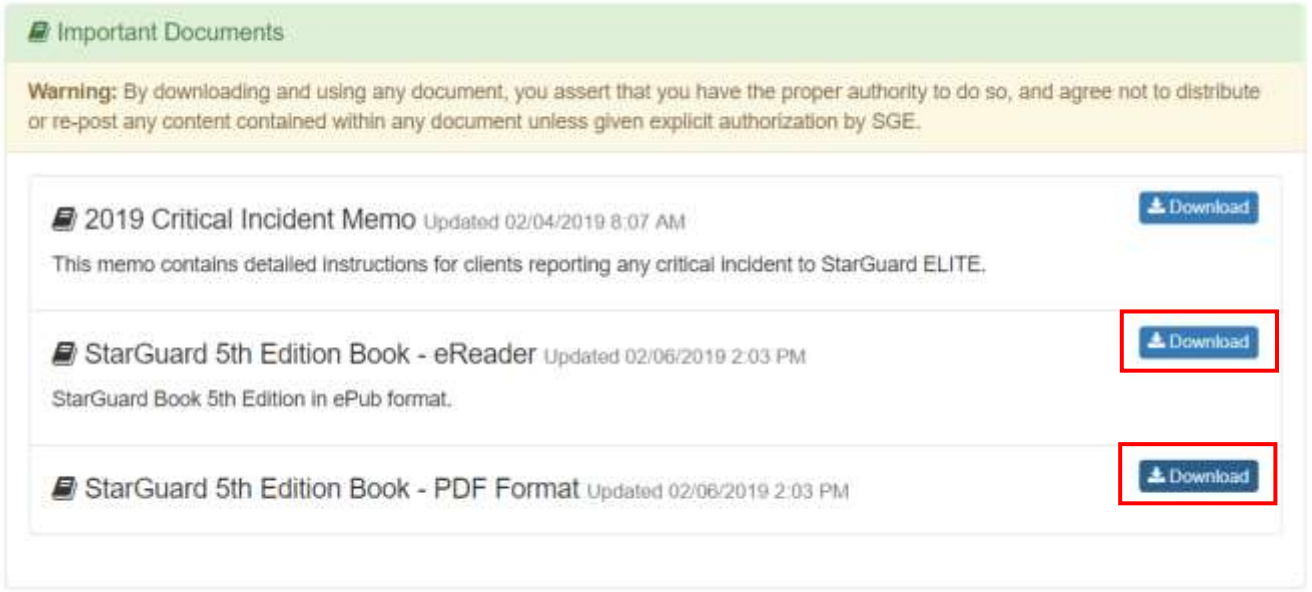
Section 3 - Electronic StarGuard Lifeguard Textbook Access

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

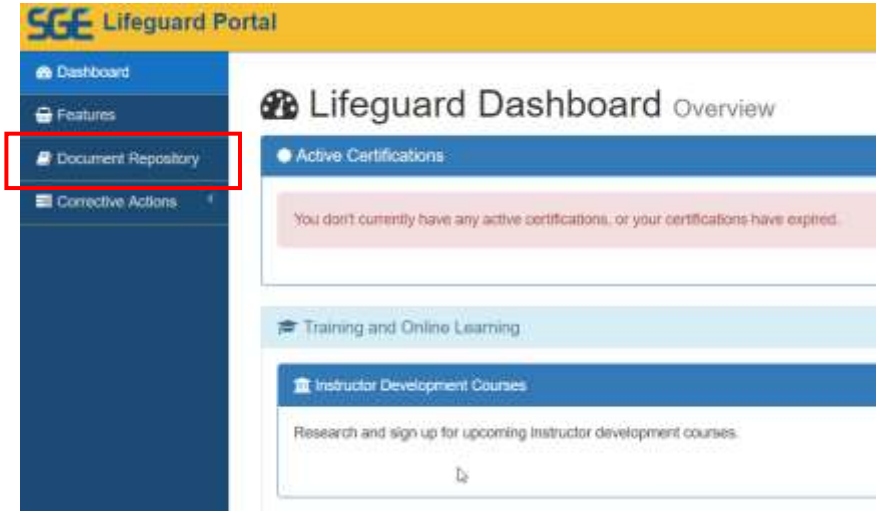
From the SGE portal dashboard, scroll down and download either the e-Reader version or the PDF.

- 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/



Option 2 - Accessing the Electronic Book through the Document Repository

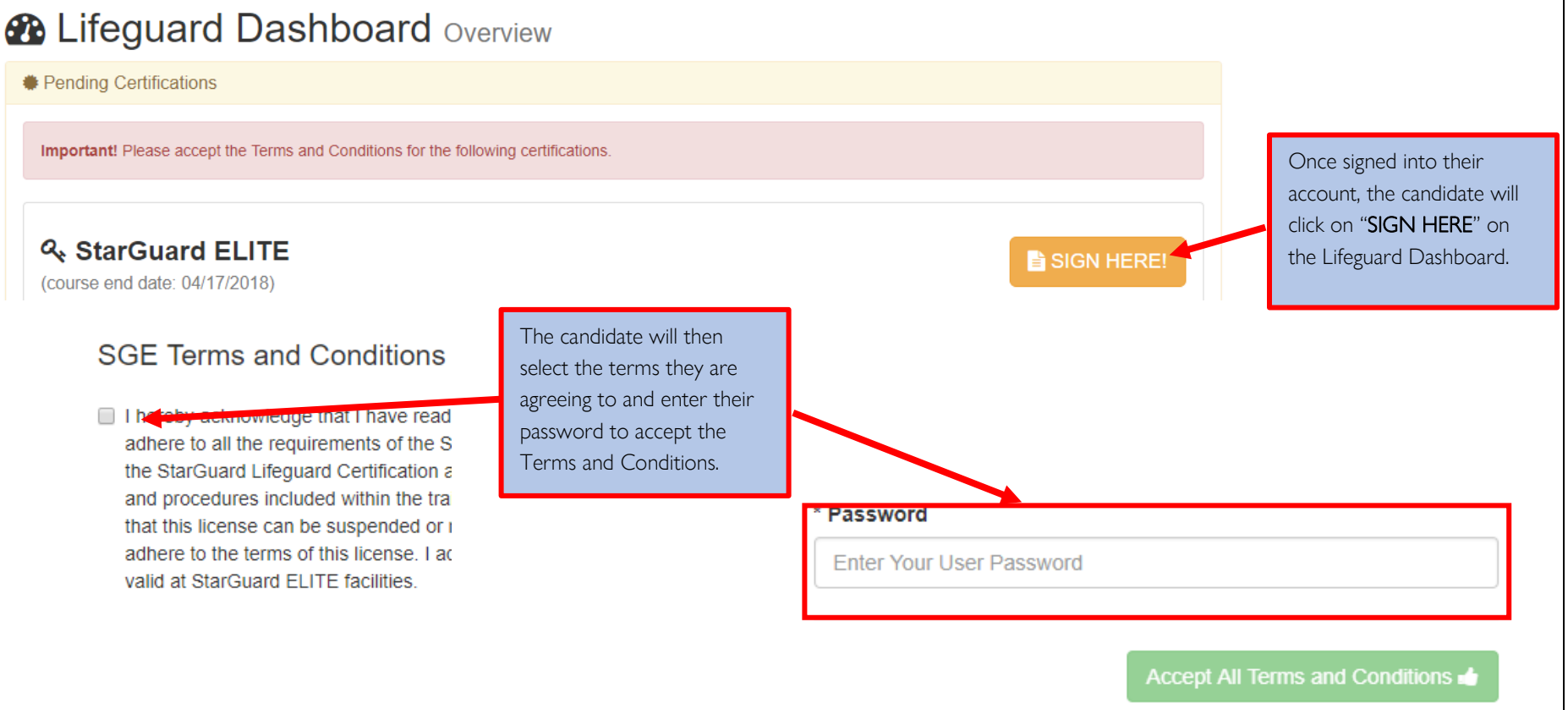
1. Click on the document repository on the left hand side of the dashboard.



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/

Section 4 - StarGuard Digital Certification Signature

Please note this feature will only appear if your Instructor has optioned 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.