

SafetyNet Contacts

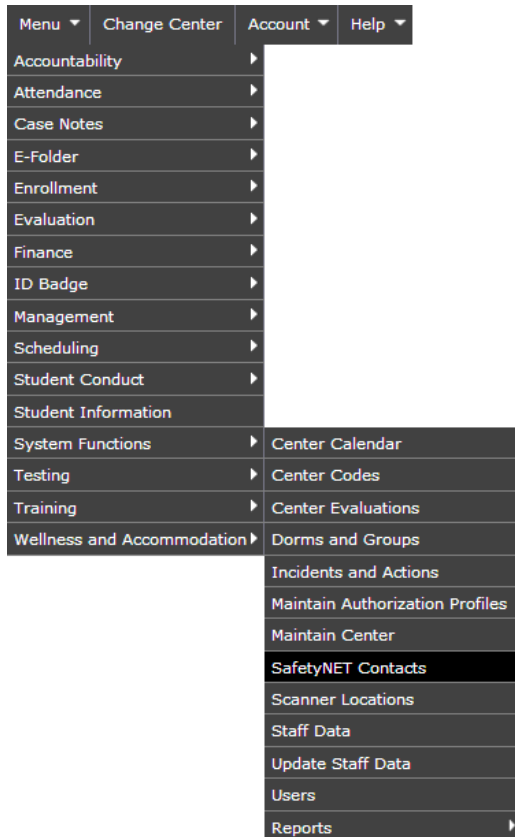
POCs: Staff require the **Sys-SafetyNet Contacts** authorization to access this function.

The **SafetyNet Contacts** function allows centers to update the SafetyNet Escalation contact information. The SafetyNet contact information is used by the National Call Center (via the SCOUT application) to contact center staff in case of SafetyNet calls. When an active student calls 800-733-JOBS with a *SafetyNet* issue, a live transfer can be made to the center. The first attempt is routed to the center's main phone. Subsequent attempts to connect with a live person go to the next Escalation Contact.



It is important for centers to review and update this information regularly to ensure the National Call Center has the most current information when handling calls related to student safety. Staff can enter contact information for up to three contacts, the Center Director, and the Regional Director. The window also displays the staff name who added the information and when it was last modified.

To update, go to **System Functions>SafetyNet Contacts** (see image below).



On the next page, you can see your listed contacts and make any necessary updates. Be sure to click the **Save** button when you have made your updates.

SafetyNet Contacts

Center

Center Code: [Redacted]
Center Name: [Redacted]

SafetyNet Contacts

<p>Contact #1</p> <p>Contact Name 1: [Redacted] Primary Phone 1: [Redacted] Primary Ext 1: [Redacted] Secondary Phone 1: [Redacted] Secondary Ext 1: [Redacted]</p>	<p>Center Director</p> <p>Center Director: [Redacted] Center Dir Office Phone: [Redacted] Center Dir Office Ext: [Redacted] Center Dir Cell Phone: [Redacted] Center Dir Home Phone: [Redacted]</p>
<p>Contact #2</p> <p>Contact Name 2: [Redacted] Primary Phone 2: [Redacted] Primary Ext 2: [Redacted] Secondary Phone 2: [Redacted] Secondary Ext 2: [Redacted]</p>	<p>Regional Director</p> <p>Regional Director: [Redacted] Reg Dir Office Phone: [Redacted] Reg Dir Office Ext: [Redacted] Reg Dir Cell Phone: [Redacted] Reg Dir Home Phone: [Redacted]</p>
<p>Contact #3</p> <p>Contact Name 3: [Redacted] Primary Phone 3: [Redacted] Primary Ext 3: [Redacted] Secondary Phone 3: [Redacted] Secondary Ext 3: [Redacted]</p>	<p>Add By: [Redacted] Add On: 02/11/2011 09:28 PM Last Modified By: [Redacted] Last Modified On: 02/05/2013 09:07 AM</p> <p><input type="button" value="Save"/> <input type="button" value="Cancel"/></p>