

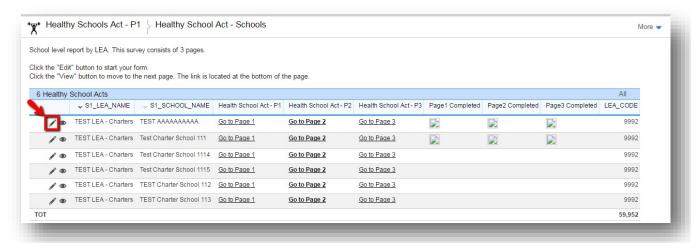
## Healthy Schools Act School Health Profile User Instructions

## How to Edit, Save, and Complete the Profile

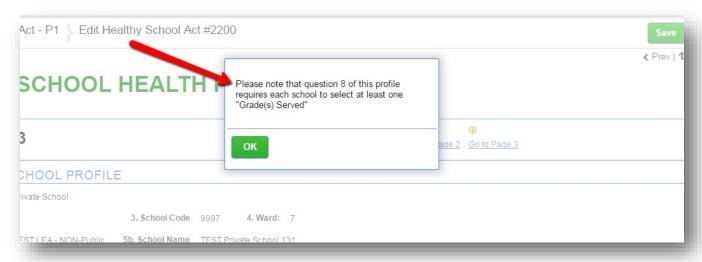
1. Login to <a href="https://octo.quickbase.com">https://octo.quickbase.com</a>. Click the "2019-20 OSSE HSA School Health Profile" application and select "Click to Complete" on the home screen.



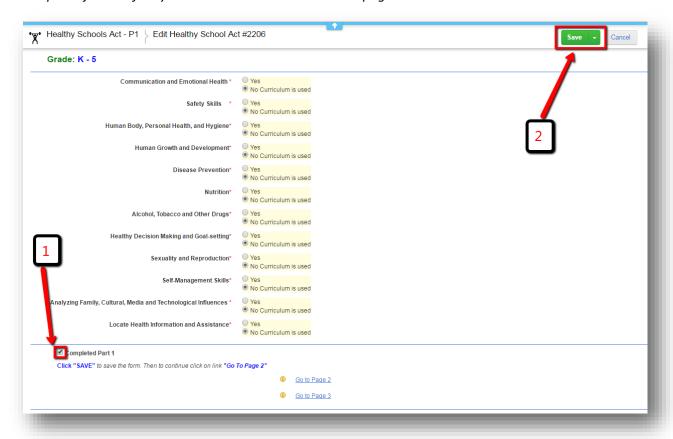
2. Find the name of your school and click the pencil icon to open your profile.



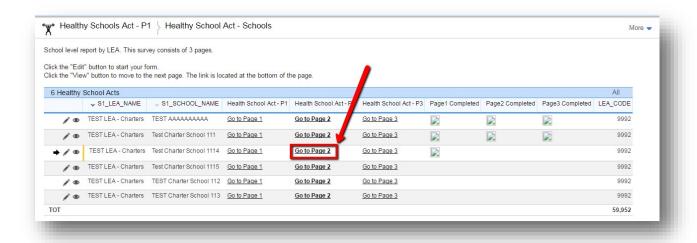
3. You'll see this reminder message that you are required to select at least two grades served in Question 8 of the profile. Click the OK button.



4. Complete all questions on page 1. When page is complete, check the "completed" box at the bottom of the page. Then click the green "save" button at the top right of the page. Note: required questions are marked by a red asterisk and the system will ask you to complete all required fields before you save and continue to the next page.



5. You will be directed back to school list page. Find the school you were working on, and select "Go to Page 2" to begin the next page of questions.



6. To start completing page 2, click the Edit button on the top right of the page. Repeat the process listed above to complete pages 2 and 3 of the form. Follow the same steps as above for each page.

