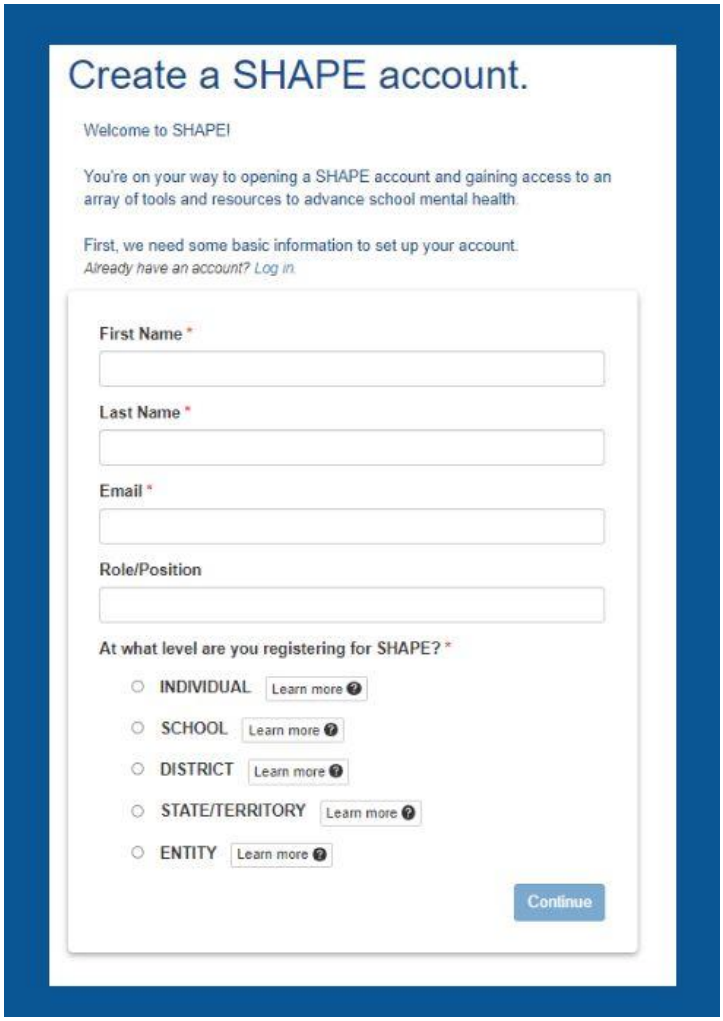
Getting Started with SHAPE

The School Health Assessment and Performance Evaluation (SHAPE) System, a product of the National Center for School Mental Health, at the University of Maryland School of Medicine.

Signing Up

To get started, go to https://theshapesystem.com and click “Sign up” in the top right-hand corner of the page.

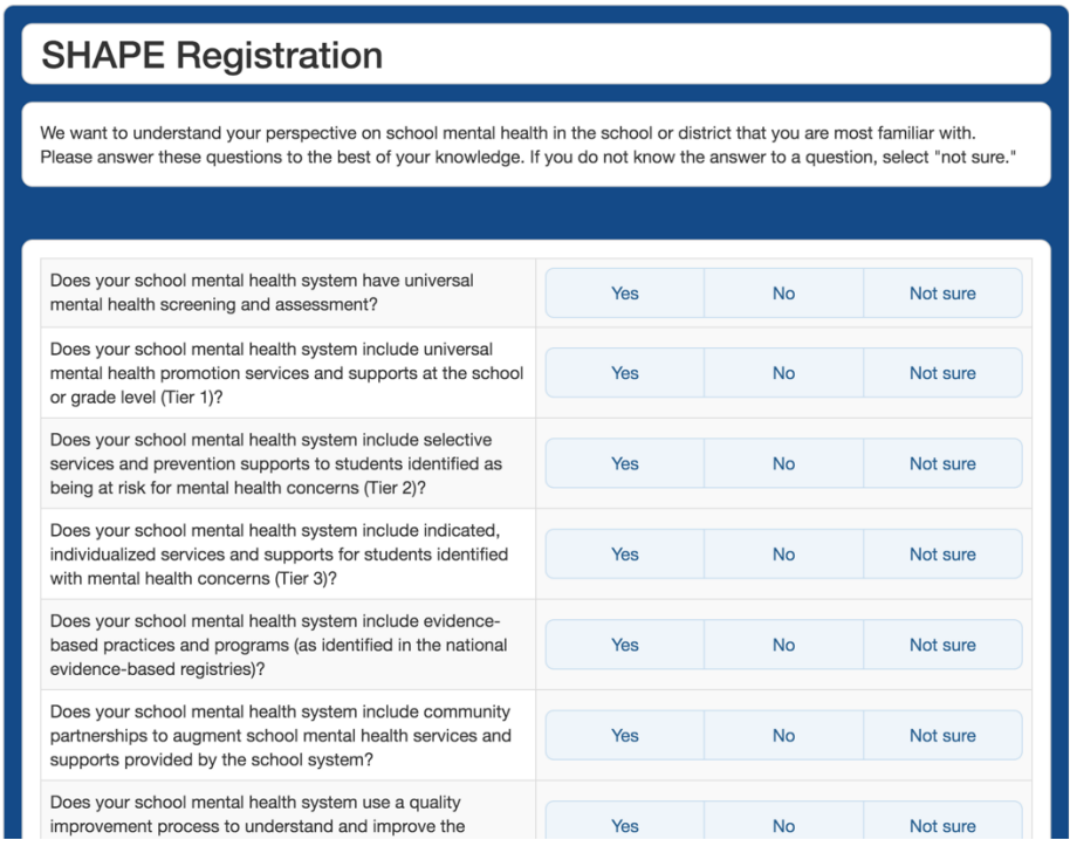
After clicking “sign up”, you will be asked to complete the following form.



Here are the different types of accounts one can have within the SHAPE system:

1. **School account** – once approved by the administrator, the individual will have access to participate in the school assessment and view school reports
2. **District account** – once approved by the administrator, the individual will have access to participate in the district assessment and view reports from all schools in the district
3. **Entity account** – appropriate for Education Service Centers; once approved by a district administrator, the individual will have access to all district and campus assessments and reports within the region

After completing the form above, you'll be asked to answer the following questions about school mental health in "the school or district that you are most familiar with". Answer accordingly.



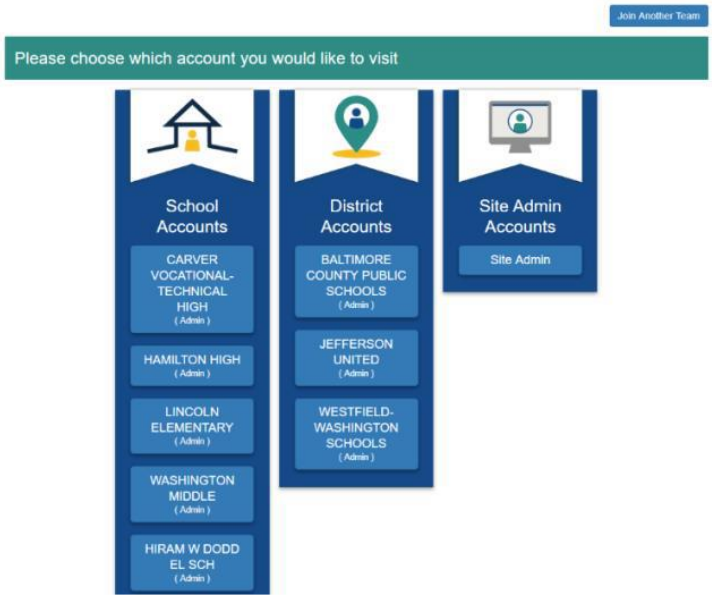
Once you submit your answers to the questions above, you will receive a message indicating either that your request has been delivered to the administrator of that account, or that the district does not yet have any administrators (meaning no one in their district has ever registered with SHAPE). If the district does have a SHAPE account,

their account administrator will be the one responsible for granting you permission to join their team.

ESC representatives may want to contact the districts they want to join before requesting access to their accounts, to see if they have a SHAPE account in place. This provide an opportunity to introduce the SHAPE system and help them establish their SHAPE accounts.

Joining Multiple Accounts

You can be part of multiple accounts and have accounts at different levels. On your SHAPE homepage, you can navigate to the button **"My Account"** to the left of your email address on the top right of the home page. When you click this, it will come up with a page like the one to the right, which lists the accounts of which you are a member. On the top right of this page, you'll see the button that says "Join Another Team." When you click that, you will go through the same set of questions that you went through to create your first account. From there, you will be able to open another account/request to join another team. The **"My Accounts"** page is also where, once you have joined all the teams you want to be part of, you can toggle between the different accounts.



Video Resources

- SHAPE Individual Account Video Demonstration
- SHAPE School Account Video Demonstration
- SHAPE District Account Demonstration
- SHAPE Entity Account Demonstration

FAQ's

1. What if no one responds to my request to join a specific school or district account?

   If you send a request to join an account and an administrator does not respond within a week, please send a message to the National Center for School Mental Health to request that they add you to the account. It's possible that whoever is listed as the administrator of that account is no longer working in the school/district.

2. What if I have technical issues?

   Go to the "contact" page by clicking on the word "contact", which is listed in the green footer at the bottom of each page. Under "topic", select "technical issue." All technical questions are forwarded to SHAPE's technical vendor, 3C Institute.