

Training Curriculum, steps to get your agency set up:

- ✓ Visit the PA WITS Prevention training page at www.DDAP.pa.gov
 - Click PA WITS, then Prevention SCA Staff
- ✓ Review the PA WITS Basic User Guide to understand basic system functionality
- ✓ Review the Agency Administrator guide to set up staff, troubleshoot, and provide Tier 1 support
- ✓ View Agency Administrator Training Videos
- ✓ Account notification email arrives (4/10 - 4/12), activate account (log in) within 24 hours
- ✓ Use videos and guides to create staff user accounts and assign agency roles
- ✓ Attend SCA Prevention Plan Submission webinar on 4/16

Ongoing, as needed:

- Provide Tier 1 support for your agency staff
- Contact PA WITS Service Desk for Tier 2 support:
 - RA-DAPAWITS@pa.gov
 - (717) 736-7459