

Quick Start Guide: Member Account

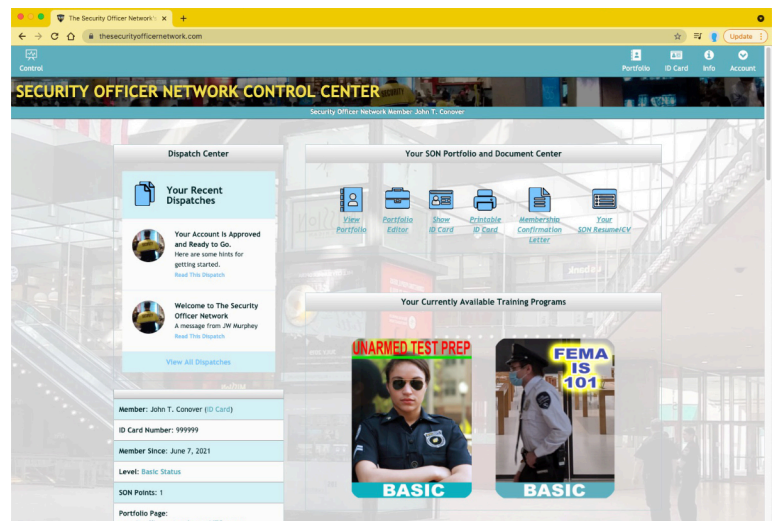
Here, in just three pages, are the basics you need to know to get your The Security Officer Network (TSON) member account up and going.

1. The TSON Control Center

Your control center functions as your homepage on The Security Officer Network.

From here you can access your documents, training apps and service apps.

No matter where you are in the Security Officer Network you may return to the Control Center by clicking on the control center icon. It's usually located in the top, left-hand corner of each page.



2. Your Professional Portfolio Page

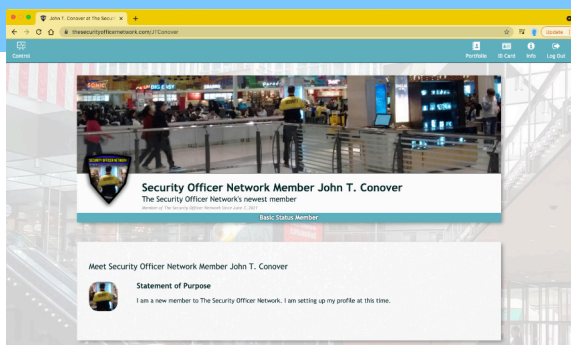
Your portfolio page displays your training and experiences. It's located at SecurityOfficerNetwork.com/your-username and, for those who are promoting their page using a short link, tson.ws/your-username.

There are two types of records on your portfolio page:

1. Records that are verified by The Security Officer Network:

These include the Network's core and non-core training programs, FEMA certificates and Red Cross certifications; and

2. Records that have not been verified by The Security Officer Network. These are your other education, training, certifications and work experiences.



3. The Portfolio Editor

You will customize your portfolio page using your portfolio editor. There are two ways to get to your portfolio editor:

Control Center > scroll to the SON Portfolio and Document Center window > click on the portfolio editor; or

Control Center -> Account (top right hand corner) -> drop to Edit Portfolio.



Customize Your Statement of Purpose

Even if your resume is a bit thin right now, that's ok; but, it's still important to take a moment to put together a well-written statement. Your portfolio editor displays example statements. You may copy from and customize the example that best fits your situation.

Enter your statement into the statement of purpose box; it's in the "about" window that lies near the top of your portfolio editor. In this window you can also update your status and title.

Enter Verified Training/Certificates

Have you already completed the free Unarmed Security Test Prep from SecurityOfficerHQ.com/test? If so, you should enter it now. It's worth 30 points and that's enough to advance your account from basic to bronze status (this will qualify your account for additional training programs.) Scroll down to the verified training programs window and enter the digital ID confirmation number from your unarmed test prep. Congrats! You are now a bronze status member. This status upgrade will qualify your account for additional training and your portfolio page will be upgraded with a bronze bar at the top of the page.

Use the portfolio editor to enter your other education and training. As you continue to grow your security resume you will use this tool to continue building out your portfolio.

Review and Promote

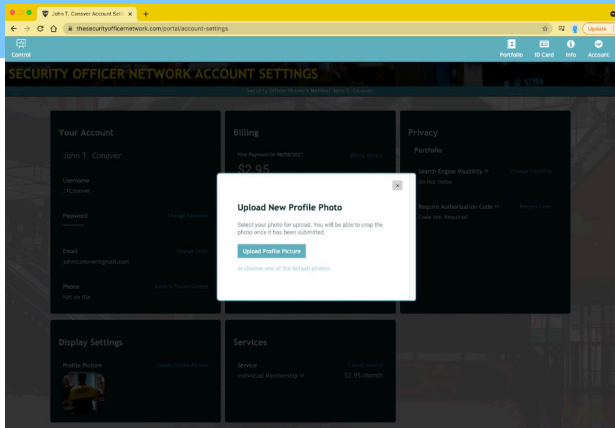
Now, let's check out your portfolio page. Remember, it's at SecurityOfficernetwork.com/your-username or tson.ws/your-username; or, you may also get to it by clicking the portfolio icon that appears in the bar at the top of your control center. Once your portfolio page is to your liking, you may promote it by sharing it's link: SecurityOfficernetwork.com/your-username or tson.ws/your-username. As you earn more training and endorsements from The Security Officer Network, it will continue to grow and demonstrate your commitment to the concept of security professionalism. You may promote your portfolio by linking it to your professional social media pages, placing it on your business cards (using the short link) and as your professional email's signature line.

You will notice that much of the portfolio's content also appears on your Security Officer Network resume. To print a copy of your resume simply return to your control center; you will find the resume generator in the SON Portfolio and Document Center window.

4. Customize Your Profile Picture

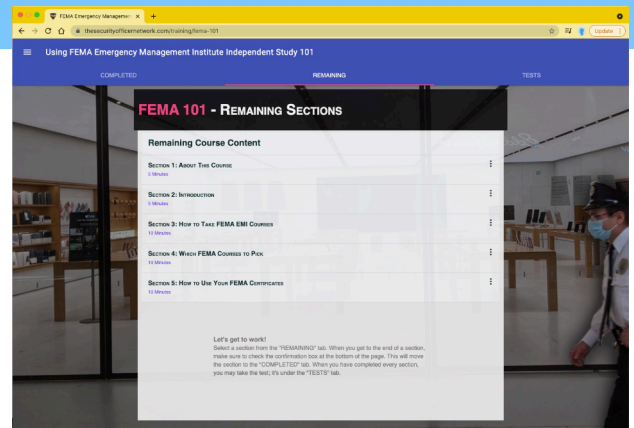
Upload a photo that conveys your professionalism. This photo will appear on your portfolio and your Security Officer Network ID card.

Control Center -> Account (top right hand corner)
-> drop to Account Settings -> select Update Profile Picture.



5. Earn a Training Certificate

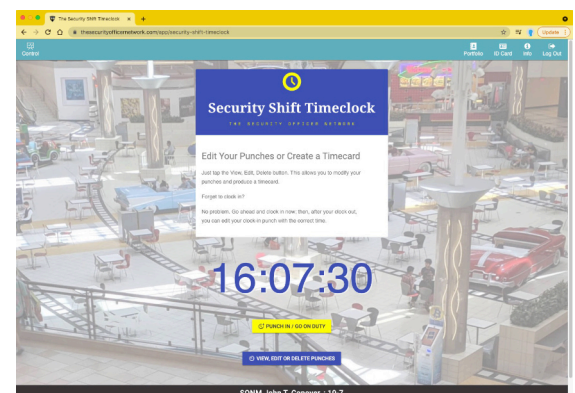
Now that our portfolio has been started, let's knock out a quick training program. Navigate back to your control center and scroll down to the FEMA IS 101 training app. This app has been designed to give you a quick training win; it's just five points and can be completed in a short amount of time. It allows you to become familiar with using the SON training apps and earning your SON certificates;



Once you have completed the FEMA IS 101 training app and the brief, five-question test, click back over to your portfolio page. There you will see that your portfolio has automatically updated to include your new certificate. As you advance through The Network, additional training programs will appear inside of your control center. You will earn a certificate each time you complete one of these programs. Endorsements may be earned by completing a series of similar programs (see the attachment) These endorsements will appear on your portfolio and your membership ID card.

6. Punch In and Get Credit for Your Experience

Finally, let's take a look at one of your Security Officer Network service apps: Go back to your control center and tap the Security Timeclock App. You may use this app to document your on duty time. It's an easy-to-use app and it generates a timecard that may be provided to your employer or client. This app also documents your on-duty time and experience since becoming a Security Officer Network member, so remember to clock in and out whenever you are on and off duty.



Send additional questions and help requests to help.desk@securityofficerhq.com. Include your membership number in your email; and, **welcome to The Security Officer Network!**

ENDORSEMENTS

Security Professional (SP)

Unarmed Security Test Prep

Non-Core | No Membership Requirement

Source: SecurityOfficerHQ.com

Value: 30 Points

The Professional Security Officer I (PSOI)

Core | Bronze Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 10 Points

Using FEMA Emergency Management Institute Independent Study 101 (FEMA101)

Core | Bronze Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 10 Points

Hazardous Material Classification Systems 101 (HazMat 101)

Core | Bronze Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 10 Points

Security Officer Personal Privacy and Social Media Best Practices (SOPPSM)

Core | Silver Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 10 Points

The Professional Security Officer II (PSOII)

Core | Silver Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 30 Points

Report Writing (RW)

Private Security Incident Reporting I (PSIRI)

Non-Core | No Membership Requirement

Source: IncidentReportWriting.com

Value: 100 Points

Private Security Incident Reporting II (PSIRII)

Non-Core | No Membership Requirement

Source: IncidentReportWriting.com

Value: 150 Points

Tactical Communications (TC)

Tactical Communications I (TacCom I)

Core | Silver Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 50 Points

Tactical Communications II (TacCom II)

Core | Gold Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 50 Points

Security Management (SM)

The Private Security Manager I (SecMan I)

Core | Gold Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 50 Points

The Private Security Manager II (SecMan II)

Core | Platinum Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 100 Points

The Private Security Consultant (SecCon)

Core | Platinum Membership Level Required

Source: SecurityOfficerNetwork.com

Value: 100 Points

