



SDM Validator Instructions

Listed below are step-by-step instructions on how to validate an SDM Tool.

The Steps:

1. Validator must confirm that they have the link to the SDM Tool they are reviewing
 - a. Please note that there may be a live version of the Tool available at any given time. The live version may look similar to the one the Validator is reviewing.
2. For the Validator to confirm they have received the correct link, they must log into the Tool or create an account. The log in box is present on the homepage of the Tool:
 - a. For logging in, the Validator will be asked to provide:
 - i. Email Address
 - ii. Password
 - b. For creating an account, the Validator will be asked to provide:
 - i. First Name
 - ii. Last Name
 - iii. Email Address
 - iv. Password
 - c. Once the Validator has logged in, they will notice a blue box present on the right of the screen.
 - i. The blue box is the Validator box and confirms that the Validator has received the correct link for the SDM Tool.
 - ii. If the blue box is not present or link sent the Validator to the wrong Tool, please contact us at client.support@sdmcentral.com.
 - iii. To open up the Validator box, the Validator must hover their cursor over the box.
 - d. Photo Example of Validator box:



Please leave a review for the content on this page.

The information on this page is accurate?
 Yes No

Is the info on this page readable and appropriate?
 Yes No

Save

Reviewed as accurate: 0
Reviewed as appropriate: 0
Total reviews: 0



3. After logging in and verifying the correct link and Tool, the Validator may use the blue box to leave a review and answer standard questions per page.
 - a. The two “Yes or No” question include:
 - i. The information on this page is accurate?
 1. If the information is not factually correct, please answer “No” and leave a comment in the white box below the questions.
 - ii. Is the info on this page readable and appropriate?
 1. If answered “No”, please leave a comment explaining why.
 - b. If the information is accurate, readable and appropriate, the Validator does not have to leave a comment but can if they would like to.
 - c. The Validator is required to answer the questions before advancing to the next page.
 - i. The Validator may also view any previous comments that other Validators have left on the Tool.
 - d. Once the Validator has finished answer the questions and leaving comments, please click the “Save” button before advancing to the next page.
 - i. The Validator is able to return to previous pages within the Tool and change their responses as they please.
 - ii. In order to advance to the next page, simply click on the arrow pointing to the right of the page by the Page Progress bar.



4. **Additionally, please make sure to click on the “Save” button on the last page of the Tool.**
5. Once the Validator has completed their review of the SDM Tool, please contact your SDMCentral partner

Thank you for being an SDM Validator!

Sincerely,
SDMCentral