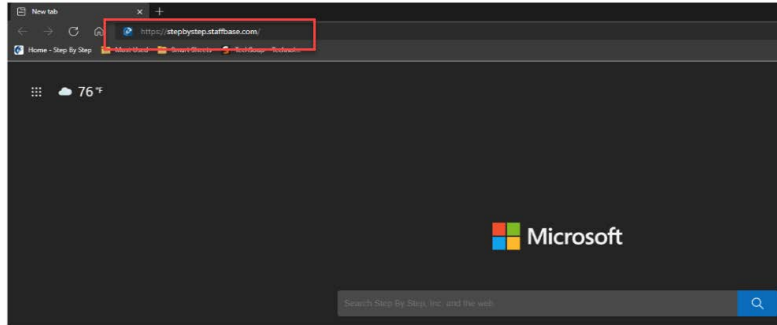


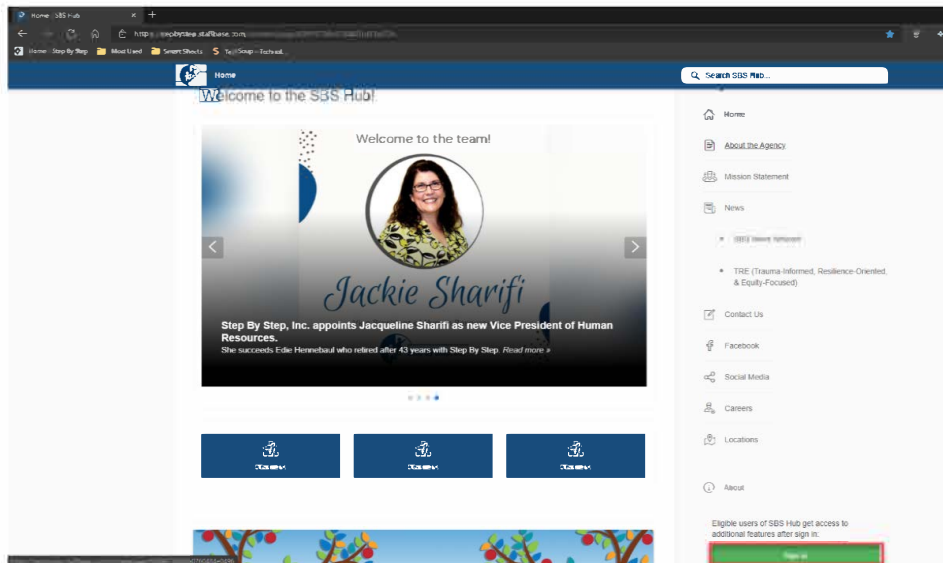
# Accessing SBS Hub - Web

1



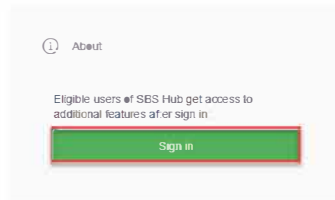
Open web browser > Navigate to https://stepbystep.staffbase.com/

2



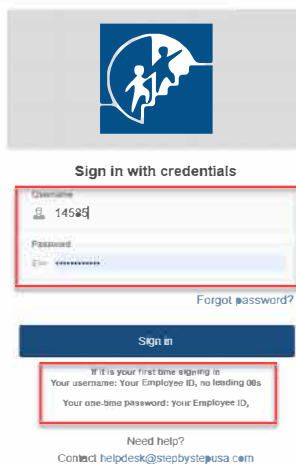
Below "About" Click "Sign In"

3



Click "Sign In"

4



Username is employee ID # > One time password is also Employee ID #. This will prompt you to change it during your first login.

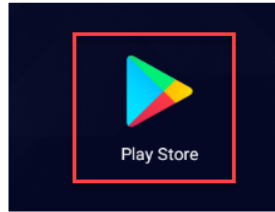
5



Once logged in you will see your initials in the portrait icon > Clicking the down arrow will show your name and your emp #

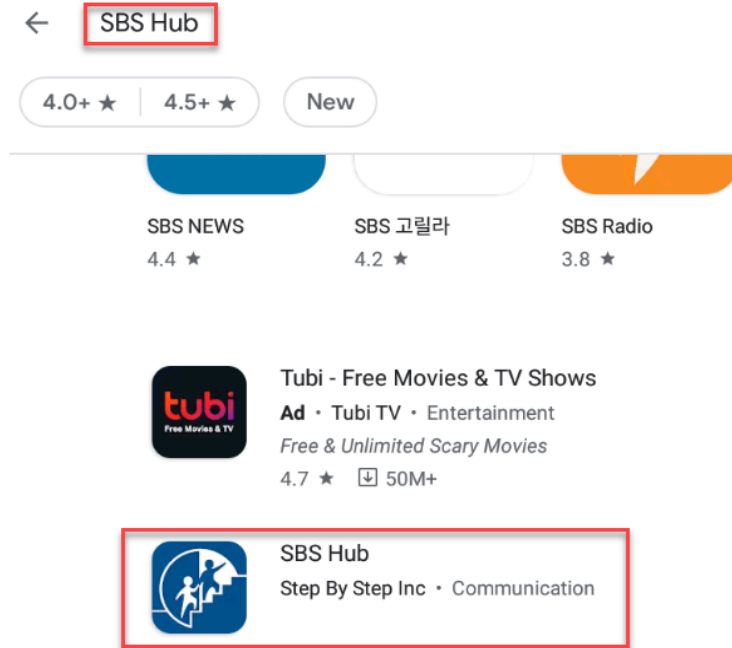
## SBS Hub - Android

1



Open the Google Play Store

2



Search "SBS Hub" in the app store > Click "SBS Hub Icon"

3



Click "Install"

4



After install finishes, SBS Hub will now have an icon on your devices home screen > Click the icon to open the app.

5

Eligible users of SBS Hub get access to additional features after sign in:

Sign in

Click "Sign In"

6

**Sign in with credentials**

Username  
14585

Password  
.....

[Forgot password?](#)

Sign in

If it is your first time signing in  
Your username: Your Employee ID, no leading 00s  
Your one-time password: Your Employee ID,

Need help?  
Contact [helpdesk@stepbystepusa.com](mailto:helpdesk@stepbystepusa.com)

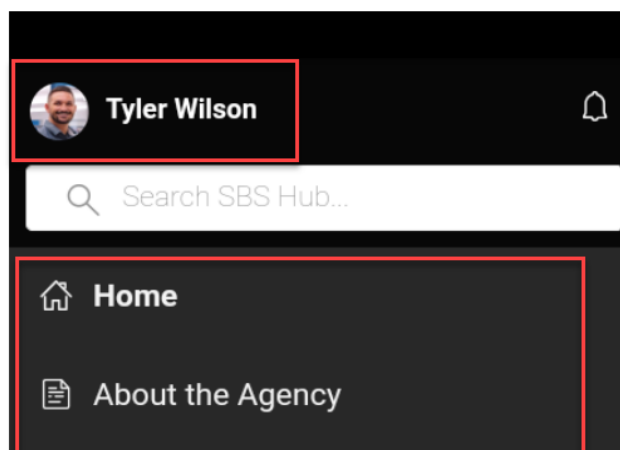
Username is employee ID #, one time password is also your employee ID number.

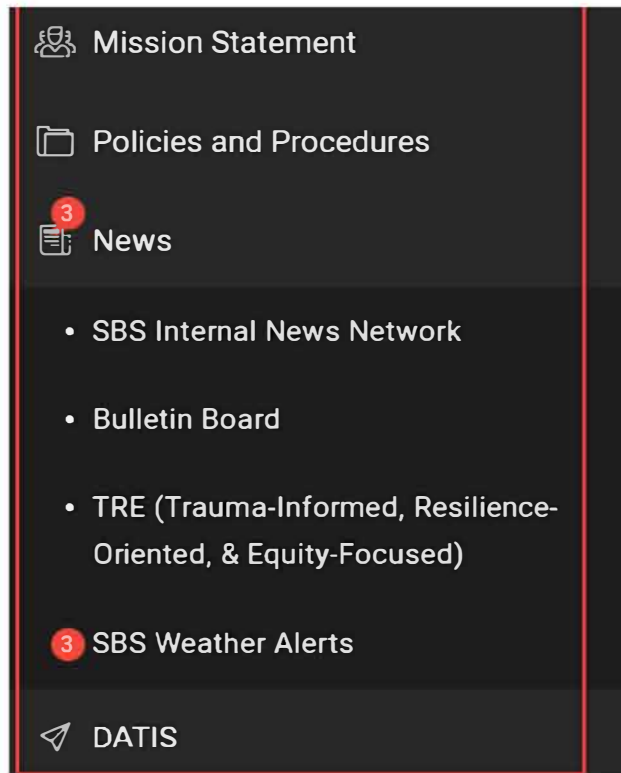
7



Once logged in, hit the hamburger menu

8

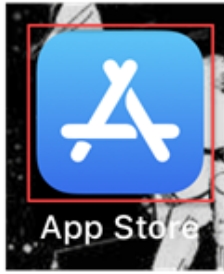




With this menu open you will see you are logged in and shows the available tabs in SBS Hub.

# SBS Hub - iPhone

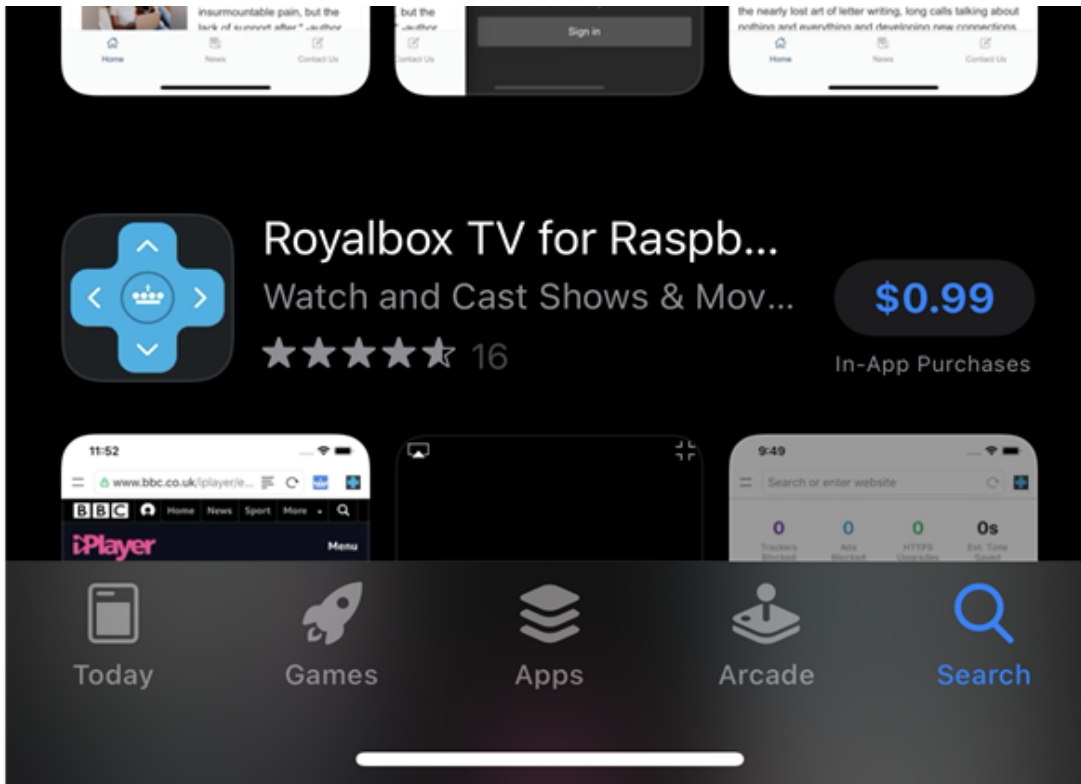
1



Click "App Store"

2

This block contains a screenshot of an iPhone search for 'sbs hub'. At the top, the time is 9:40, and the status bar shows 5G signal and battery level. A search bar contains the text 'sbs hub' with a magnifying glass icon on the left and a 'Cancel' button on the right. Below the search bar, the first result is 'SB Answer' with a purple icon of a clipboard and a blue checkmark. The text next to it says 'Surveys that Pay' and 'GET'. Below this, there is an 'Ad' label, a 4.5-star rating, and '29K' reviews. A description below reads: 'Do you like to share your opinion? With the Answer App you can share your feedback with with thousands of'. The second result is 'SBS Hub' with a blue icon showing two people climbing stairs. The text next to it says 'Social Networking' and there is a download icon (cloud with a downward arrow) to the right. Below this, three smaller screenshots show the app's interface: the first is the 'Home' screen with a welcome message and a news article; the second is a navigation menu with options like Home, News, About the Agency, and Contact Us; the third is an 'Article' page with a photo of two women and text about trauma and support.



Search "SBS Hub" > Click "Get" or "Download" on the SBS Hub within the appstore.

3

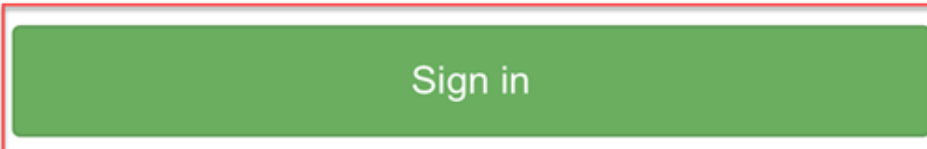


Once the install completes, click the "SBS Hub" icon on your mobile phone home screen.

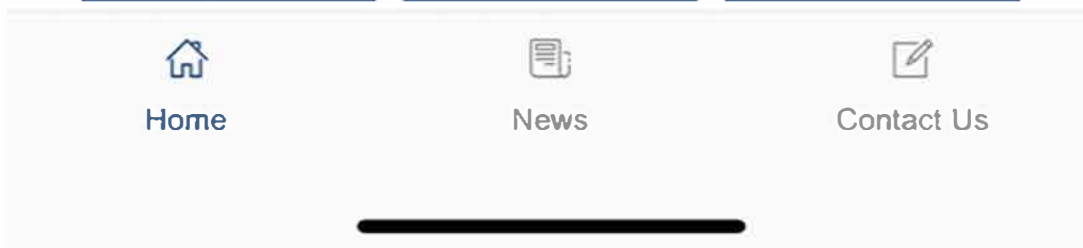
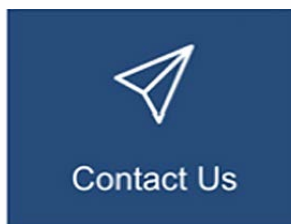
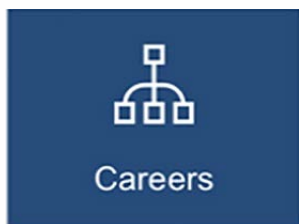
4



Eligible users of SBS Hub get access to additional features after sign in:



**Welcome to the SBS Hub!**



Click "Sign In"







## Sign in with credentials

Username

Password

[Forgot password?](#)

**Sign in**

**If it is your first time signing in**  
**Your username: Your Employee ID, no leading 00s**  
**Your one-time password: Your Employee ID,**

**Need help?**

Contact [helpdesk@stepbystepusa.com](mailto:helpdesk@stepbystepusa.com)

[Privacy Policy](#)

Username is employee ID #, one time password is also employee ID #

6

9:44 5G

Tyler Wilson

Search SBS Hub...

- Home
- About the Agency
- Mission Statement
- Policies and Procedures
- News
  - SBS Internal News Network
  - Bulletin Board
  - TRE (Trauma-Informed, Resilience-Oriented, & Equity-Focused)
- SBS Weather Alerts
- DATIS

Once signed in, click the hamburger menu > This will show that you are signed in, and show all available options for SBS Hub app.