

- 1. Go to: isp.idaho.gov/SexualAssaultKitTracking/
- 2. Select "Login" and enter your login information (username, password)

Sexual Assault Kit Tra	acking	serial number	Q Lo	ogin
Username:	SANE			
Password:				
	l forgot my password			
	Log in			
	If you do not already have an account but have the passkey for your organization, you may register here.			

- 3. Select the "Incoming Kits" tab and find the serial number that matches the kit you collected. If the kit number is listed in the "Incoming Kits" tab, it still needs to be "Received." If the kit number is listed in the "In-Process Kits" Tab, the kit has already been "Received" and you can skip this step.
- 4. If you need to "Receive" your kit, select the kit number that matches the kit you collected and select "Receive Kits."

Sexual Assaul	t Kit Tracking Home Se	earch Manage Help	serial number Q Logout
SANE TES	T Hospital Das	hboard	1
			↓ Receive Kits
Serial #	Sent On	Sent By	
99999	03/12/2024	ISP Forensic Lab Meridian (Ashley Tuttle)	
99990	03/12/2024	ISP Forensic Lab Meridian (Ashley Tuttle)	
99991	03/12/2024	ISP Forensic Lab Meridian (Ashley Tuttle)	
99992	03/12/2024	ISP Forensic Lab Meridian (Ashley Tuttle)	
99993	03/12/2024	ISP Forensic Lab Meridian (Ashley Tuttle)	
99994	03/12/2024	ISP Forensic Lab Meridian (Ashley Tuttle)	
99995	03/12/2024	ISP Forensic Lab Meridian (Ashley Tuttle)	
99996	03/12/2024	ISP Forensic Lab Meridian (Ashley Tuttle)	
99997	03/12/2024	ISP Forensic Lab Meridian (Ashley Tuttle)	

5. Fill out required fields and select "Receive."

ISD Foroncis Lob Mo	idian	
ISP Forensic Lab Me	ndian	•
íit Serial Number(s) *	Receive Date *	
99997	06/04/2024	_
	Notes	
	TEST	
		11
		//

6. Once your kit is "Received," it should populate under the "In-Process Kits" tab. Locate it and select the hyperlink under "Serial #."

Sexual Assault	Kit Tracking Home Se	earch Manage Help			serial number	Logout
The following sexual	assault kit(s) have been received	l successfully: 99997				×
SANE TES	T Hospital Das	hboard				
Incoming Kits 8	In-Process Kits 1					
Serial #	Received On	Received By	Status	Destination Agency		
99997	06/04/2024	SANE Coordinator	Unused			

7. Complete the empty fields as appropriate. The "Collecting Medical Agency" is who collected the evidence from the patient. The "Destination Law Enforcement Agency" is the jurisdiction WHERE THE CRIME OCCURRED/THE INVESTIGATING AGENCY. This will be the final storage place for the SAECK. Select "Send Kit."

Sexual Assault Kit Tracking	Home	Search	Manage	Help					serial number	Q Logo
DASHBOARD / KIT #99997										
Sexual Assault Kit	#9999	97					Save	🕑 Kit Timeline	↑ Send Kit	₽ Repurpos
Expiration Date									•	
03/12/2079										
Collecting Medical Agency						Collection Date			-	
SANE TEST Hospital					~	06/04/2024		-		
Destination Law Enforcement Agency						Victim Type				

8. Complete the required fields in the box that appears. The "Law Enforcement Agency" should be who the SAECK is physically handed to by the SANE. This should only be different than the "Destination Law Enforcement Agency" on the previous screen in the event of an agency assist (an agency different than the investigating/jurisdictional agency is picking up the kit to be helpful). Select "Send."

Kit Serial Number	
99997	
Send To *	
● Law Enforcement Agency ○ Medical Facility ○ Lab	
Law Enforcement Agency *	
SANE TEST Police Department	
Send Date *	
06/04/2024	
Notes	
TEST	

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