

## SAFE ENVIRONMENT ONLINE TRAINING COURSE

### INSTRUCTIONS FOR ACCESSING TRAINING

To access the Safe Environment Online Training Course as a volunteer or employee working regularly with minors in your community, follow the steps below. (Talk to your local Director for Safe Environment if you do not have access to a computer with an internet connection.)

- 1) Log onto the diocesan website at [www.dioslc.org](http://www.dioslc.org).
- 2) Click on “Safe Environment Online Training Course” (found on the right-hand side of the screen).
- 3) On the Welcome screen, click the “Create New Account” link on the left-hand side of the screen.
- 4) On the Login screen, enter your first name, last name, and email address in the spaces provided. (Please note that your email address will only be used to email you your username and password.) If you do not have an email address, type “none” in the email space.
- 5) In the space for Location, select your parish, school or organization from the drop-down list provided.
- 6) In the space for Ministry, select your area of ministry (catechist, coach, youth minister, etc.) from the drop-down list provided.
- 7) Click the “Register” button.
- 8) On the Registration Complete screen, take note of your username and password. (These will also be emailed to you.)
- 9) Click the “Proceed” button.
- 10) Click on “Safe Environment Training.” (The Training Course takes approximately one hour to complete.)
- 11) When you have completed and passed the Training Program, you may print out a Certificate of Verification.

You can exit the Training Course at any time and your place will be bookmarked for your return. You can also come back and reference the Course, or change your account information (location, ministry, etc.) throughout the year as needed.