Safe Environment Program Online Training Instructions

**ACCESS INSTRUCTIONS FOR ONLINE SAFE ENVIRONMENT PROGRAM
TRAINING FOR ACCESS TO CHILDREN**
(8/15/2016)

For use by Parish/School/Other Diocesan Entities/Contractors/Vendors/Licensees/Consultants

THIS ONLINE TRAINING NOW QUALIFIES AS INTITIAL TRAINING FOR ACCESS TO CHILDREN. FACE-TO-FACE OR LIVE TRAINING IS NO LONGER REQUIRED

1. Go online to **www.shieldthevulnerable.org**
2. Select "FIRST TIME SIGN-UP"
3. Select "CATHOLIC DIOCESE"
4. Select "ST. PETERSBURG DIOCESE"
5. For User Type, select "ADULT USER"
6. Select "CONFIRMED"
7. When asked "Why are you here?" Select "I AM REQUIRED TO TAKE RE-CERTIFICATION"
8. Select "PROTECT CHILDREN"
9. When asked "Have you have you attended live training?" select "YES"
10. For "Location Type" select the appropriate location type (Parish, Elementary School, High School, etc.)
11. For "City" select the appropriate city you chose in 10. Above.
12. Under the city selected, click on the entity with which you are affiliated
13. For "Month" select "JANUARY"
14. For "Year" select "2011"
15. Select "START REGISTRATION" which will take you to the "User Login Data Screen"
16. After completing the "User Login Data Section", select "NEXT STEP"
17. In the "AFFILIATION" section make the following selections:
    a. For "USER TYPE", click on either "EMPLOYEE" or "VOLUNTEER". (<u>This is a forced choice</u>. If you are not a Volunteer, choose "EMPLOYEE" irrespective of the fact that you may be a contractor/consultant/licensee/MOU affiliate, etc.) - <u>DO NOT SELECT "PARENT"</u> even though you may be a parent volunteer.
    b. For "LOCATION TYPE" select the appropriate primary location type from the dropdown box.
    c. For "WHERE LOCATED", select the appropriate city.
    d. For "LOCATION NAME", select the entity appropriate name.
    e. For "PRIMARY POSITION/DEPT", select your position. Select "OTHER" if you do not see a position description that applies to you.

18. Select "NEXT STEP"

19. In the "Confirmation Window" when asked"
    a. "Do you work at another location?", select either "NO" if you work or volunteer at only one location
    b. If you select "YES", if you do work or volunteer at more than one location and provide the information requested.

20. Select "NEXT STEP"

21. You are now at the "PURCHASE" section where you must pay for your courses.
    a. You must complete the following courses to be certified for access to children:
        i. <u>RECOGNIZE AND REPORT CHILD ABUSE</u> ($6.00) (Note: If you are taking only one course the cost will be $7.50, two courses will be $6.00 each, and if you take three courses, the cost will be $5.00 each)
        ii. <u>DETECTING PREDATORS</u> ($6.00)
        iii. Total Cost for the two courses is $12.00
        iv. If you wish to take the following additional courses, they are $5.00 each to include the mandatory courses listed above:
            1. Eliminating Bullying
            2. Protecting Vulnerable Adults
            3. Cyberspace: Risks and Solutions.

22. In the "SUMMARY/CONFIRM" section,
    a. Review and confirm that your "USER LOGIN DATA" is correct
    b. Review and confirm that your "PRIMARY AFFILIATION" is correct by clicking on each box, which places a check mark in the box.

23. In the "PURCHASE DETAILS" section, review that you have selected the following courses:
    a. RECOGNIZE & REPORT CHILD ABUSE
    b. DETECTING PREDATORS

24. Pay for you courses by entering in your credit card information

25. At the bottom right of this screen, under "License", read and click on "ACCEPT" the License Agreement.

26. Under "I certify that I am the person who signed up", select "CONFIRM SIGN UP"

27. On the "MY COURSES" screen, begin your online training by taking the two mandatory courses:
    a. #825 – Detecting Predators
    b. #705 – Recognize and Report Child Abuse

After completing the two mandatory courses, please print out copies of your certificates. Keep a set for yourself and provide a set to the entity where you work or volunteer for inclusion in your records. You can always go back online and print out another set of certificates should you need to do so. If you forget your Password or User ID, please contact the Safe Environment Office (SEPO) at 727-344-1611, Ext. 5303 or 5377 and SEPO personnel will provide you with access to your account.