

# SafeChurch Instructions for Training

## I) SafeChurch Website – New or Existing Account

### A) Log onto the SafeChurch Web Site

1. Go to [www.safechurch.com](http://www.safechurch.com)
2. Under the left Members Logon, input username and password (if you completed training in 2009 & 2010, you may already have a login)

### B) Create a new account on SafeChurch Web Site

1. Go to [www.safechurch.com](http://www.safechurch.com)
2. Under Members **Logon**, Select → **Not a member yet? Click here to join.** (if you completed training in 2009 & 2010, you may already have a login)
3. In the New User Registration page, select the **Join using your church's SafeChurch access key option button**; and then click the Next button.

4. Read through the SafeChurch User License Agreement; and then click the **I Accept** button.

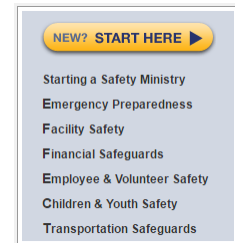
5. Enter our church's SafeChurch Access Key **77bnz27a**

6. Enter a personal user name and password; and complete the security question.
7. Enter your personal contact information.
8. Click the Finish button. The SafeChurch home page appears.

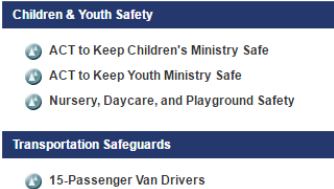
## II) Training Modules

### A) Select Training

1. On the Home tab, on the Left select → **Employee & Volunteer Safety**



2. Select desired training



### B) Child Protection Training

1. Click the desired training topic link to open the training module:  
**ACT to Keep Children's Ministry Safe** or **ACT to Keep Youth Ministry Safe**  
Note: If you work primarily with teens you would choose the latter. Both trainings are very similar with a little more focus on issues with teens in the Youth Ministry training.
2. Click the top link to view the online video segment.
3. Once you have watched the video, you are encouraged to complete a short reading by clicking the second link.  
Note: Any additional links provided are to documents referenced in the reading that may be helpful to you on the particular training topic.
4. Select →**Take Test Now!**  
Typically, there are 20 test questions, If you get at least 80 percent, you successfully pass the test and have the opportunity to print out a certificate of completion.
5. If you need to try again, please review the materials; and then take the test again.

### C) Driver Training

1. Click the desired training topic link to open the training module:  
**15-Passenger Van Drivers**
2. Click the top link to view the online video segment.
3. Once you have watched the video, you are encouraged to complete a short reading by clicking the second link.  
Note: Any additional links provided are to documents referenced in the reading that may be helpful to you on the particular training topic.
4. Select →**Take Test Now!**  
Typically, there are 20 test questions, If you get at least 80 percent, you successfully pass the test and have the opportunity to print out a certificate of completion.
5. If you need to try again, please review the materials; and then take the test again.