Greetings, and thank you for taking Safeguarding God’s Children and God’s People.

The following is your quick start guide.  On the bottom of this e-mail you will find your log in information and a list of the courses that you need to take to be certified in our Diocese.

After you have completed the online classes, you will need to discuss how the policies are implemented in your parish with your supervisor.

* You can find the discussion points here: <http://edwm.org/safeguarding_gods_children_discussion_points.pdf>
* And find the parish certification here: <http://edwm.org/safeguarding_gods_children_parish_certification_AFC.pdf>

Quick Start Guide

For Employees and Volunteers

Welcome aboard, *Safeguarding Online* ™Users. Are you ready to learn? Remember, this is training—like a class—so you’ll want to create an easy-to-learn-in environment. We have developed some helpful hints to ensure you retain what you learn. Good luck and enjoy your courses!

**1. Prepare**

MCj01047420000[1]Set the right conditions for learning. Create an environment with no interruptions, no phone calls, and no distractions—simple as that. Please set aside 30 to 45 minutes for each course so you don’t have to hurry. It’s important not to rush. Remember, the course will teach you how you can keep those in your care safe, so prepare to concentrate.

**2. Take your Time**

j0379959Have patience and enjoy your learning experience. Plan to complete only one or two courses each time so you can get the most out of them. Complete each course from beginning to end. If you stop a course before you finish it, you’ll have to start over at the beginning.

**3. Follow the Orange Arrows**

DD01085_**When** it’s time to move to the next page, an orange arrow will appear. Click the orange arrow to move forward. Do not use your Internet browser’s forward and back arrows or refresh buttons, or you’ll find yourself back at the beginning of the course and you’ll have to start over!

**4. Think About It**

j0384174Pause and think. Throughout the course, think about how you can apply what you are learning to your own position. This information will teach you how you can keep those in your care safe. We know that with proper concentration you can understand and apply what you learn. When you pass the quiz at the end of the course, you’ll earn credit.

**5. Logon and Begin**

Now you’re ready to begin the assigned *Safeguarding Online™* courses. Follow these five steps and you will have a rewarding  learning experience! If you have questions along the way, contact me, our Diocesan *Safeguarding Online™*Administrator.

Website for training:  <http://safeguardingonline.org/>

Please note that all of the courses that are available will be listed on your website, however you do not need to take all of them.

**The courses you will need to take:**

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| Meet Sam |
| It Happened to Me |
| Keeping Your Church Safe |
| Policies - Episcopal Diocese of Western Michigan |

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| Safeguarding God's People:  Preventing Sexual Exploitation in Communities of Faith  - for Congregations |
| Safeguarding God's People:  Preventing Sexual Exploitation in Communities of Faith  - for Ministries |
| Safeguarding God's People:  Preventing Sexual Harassment for Workers |
| Safeguarding God's People:  Preventing Sexual Harassment for Managers & Supervisors  \* additional information for clergy, managers, supervisors, and church leaders and therefore only needs to be taken by those listed. |

Your Log-in information

|  |  |
| --- | --- |
| **User ID** |  |
| **Last Name** |  |
| **First Name** |  |
| **User Login** |  |
| **Password** |  |

If you have any problems logging in, do not hesitate to contact me.  Take care and God bless,