



Diocese of Salt Lake City
Safe Environment Office
2009/2010

How to Access the Diocesan Safe Environment On-Line Training (Basic and Recertification)

To access one of the Safe Environment training courses, follow the steps below. (Talk to your local Director for Safe Environment (DSE) if you do not have access to a computer with an internet connection.) **NOTE: On-Line Training needs to be updated every 3 years.**

1. Log onto the diocesan website at www.dioslc.org.
2. Click on “Safe Environment/Programa de Ambiente Seguro” (found on the right-hand side of the screen).
3. Click on “Online Training Program.”
3. On the Welcome screen, if you have not previously registered for a course, click the “First Time Users: Register” link on the left-hand side of the screen. Otherwise, click “Take Courses” and log in using your username and password.
4. First time users must enter your first name, last name, and email address in the spaces provided on the Login screen. (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. First time users should enter your parish, school or organization from the drop-down list provided in “Location”. Check with your local DSE to ensure you select the appropriate “Location”.
6. First time users should select your area of ministry (catechist, coach, youth minister, etc.) from the drop-down list provided in the space for “Ministry.”
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.) NOTE: If you do not complete the training in one session, you may return to complete it, but you **must** use the **same** username you used for initial registration. Otherwise, a duplicate record will be created and the system will not print a Certificate of Completion until the duplicate records are “merged”.
9. Click the “Proceed” button.
10. Click on “Safe Environment Basic Training” or “Safe Environment Recertification Training” or “Entramamiento del Ambiente Seguro. (Each course takes approximately one hour to complete. You can exit the course at any time and your place will be bookmarked for your return.)
11. When you have successfully completed the training, you may print out a Certificate of Completion.