



Diocese of Salt Lake City Safe Environment Office

How to Access the Diocesan Safe Environment On-Line Training

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.)

1. Log onto the diocesan website at www.dioslc.org.
2. Click on “Safe Environment/Ambiente Seguro” (found on the right-hand side of the screen).
3. Click on “Online Training Program.”
4. 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.
5. If you are a first time user, you 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 your username and password.) If you do not have an email address, type “none” in the email space.
6. If you are a first time user, 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”.
7. If you are a first time user, select your area of ministry (catechist, coach, youth minister, etc.) from the drop-down list provided in the space for “Ministry.”
8. Click the “Register” button.
9. 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 and password that you used for initial registration. Otherwise, a duplicate record will be created and you will not be able to print a Certificate of Completion until the duplicate records are “merged”.
10. Click the “Proceed” button.
11. Click on “Safe Environment Basic Training”, “Safe Environment Recertification Training”, “Entrenamiento del Ambiente Seguro” or “Entrenamiento de Recertificación del Ambiente Seguro”. (Each course takes approximately one hour to complete. If you exit a course before completing it, your place will be bookmarked for your return.)
12. If you are re-taking a course to update the date of completion, the procedures are a bit different. After selecting “Take Courses”, enter your username and password and select the course you want to

repeat. When the course opens, select “start over” rather than “bookmark”. After completing the Introduction, the screen will show the following message: “Congratulations! You have completed the “name of course”. Click here to print your certificate.” Click “OK”. The menu screen will now appear with checks in the blocks in front of each of the lessons. Click on and complete each lesson. Then click on and complete the course assessment. The message “Congratulations! You have completed the “name of course”. Click here to print your certificate.” Again click “OK.” You **must exit the training by selecting the “exit” button in the lower right hand corner of the screen.** Please note that if you exit the course by selecting the “x” button in the upper right hand corner of the screen, the Certificate of Completion will reflect the original date you completed the course, not the current date. If this happens, the only way to update the course date completion is to complete the assessment again and properly exit the training using the “exit” button.

12. When you have successfully completed the training, print out the Certificate of Completion.