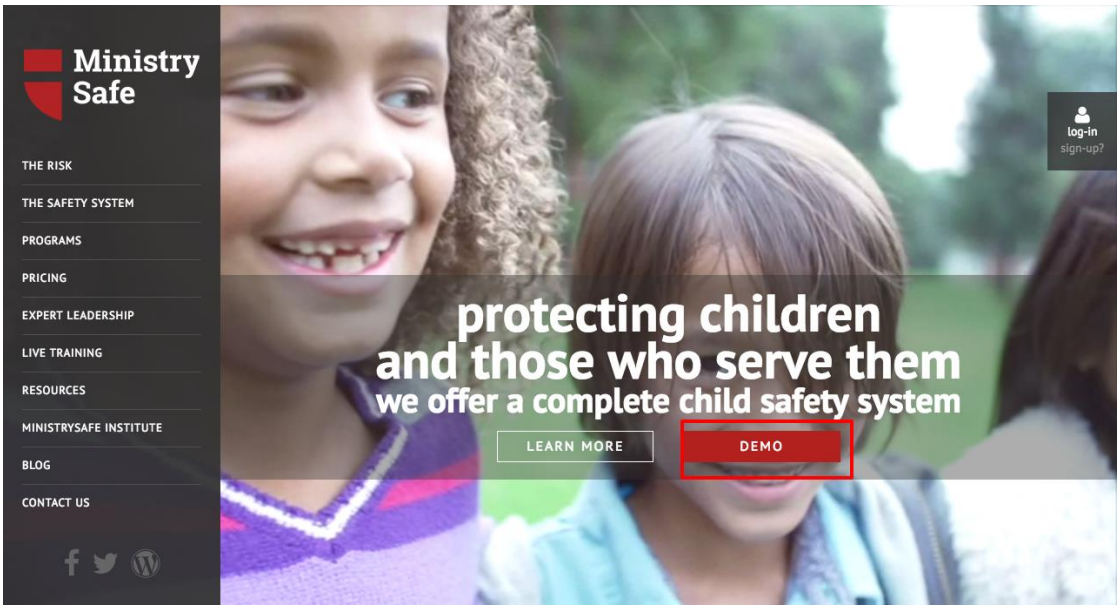
STEP BY STEP GUIDE TO:

THE SAFE SANCTUARIES TRAINING PLATFORM FOR THE SUSQUEHANNA CONFERENCE OF THE UMC

Step 1: Activate Your Account

1. Go to www.MinistrySafe.com and click “Log-in” on the right.



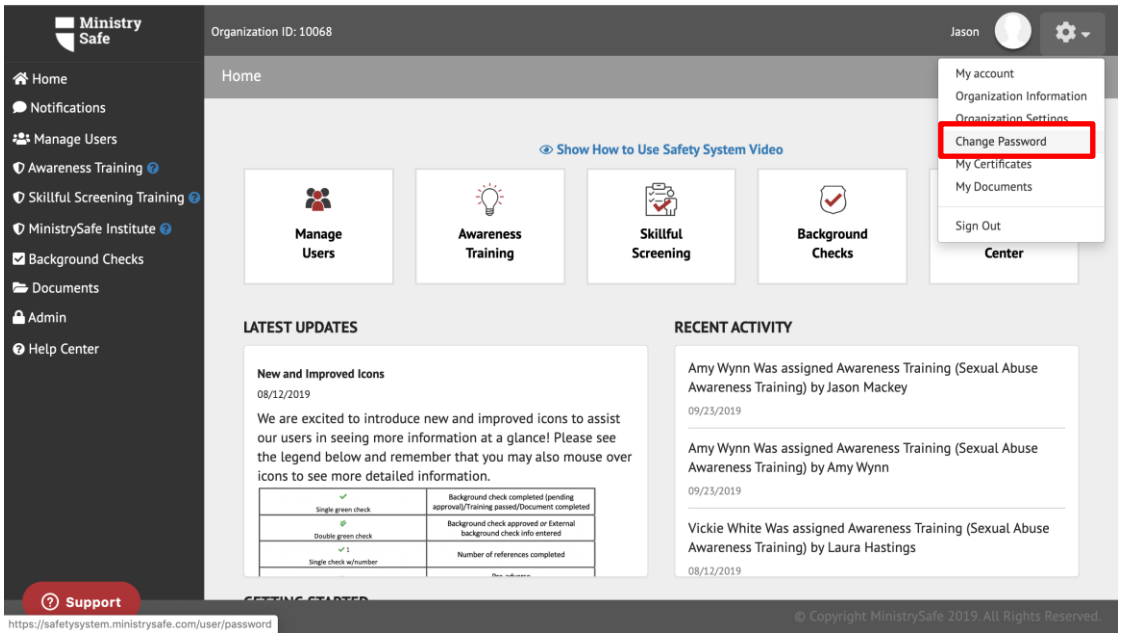
2. Sign in using your GCFA number as username and password. Usernames and passwords are eight (8) characters long, so you will need to add leading zeros to get to 8 digits.

   For Example: Your GCFA number is 123456
   Username and password would be 00123456

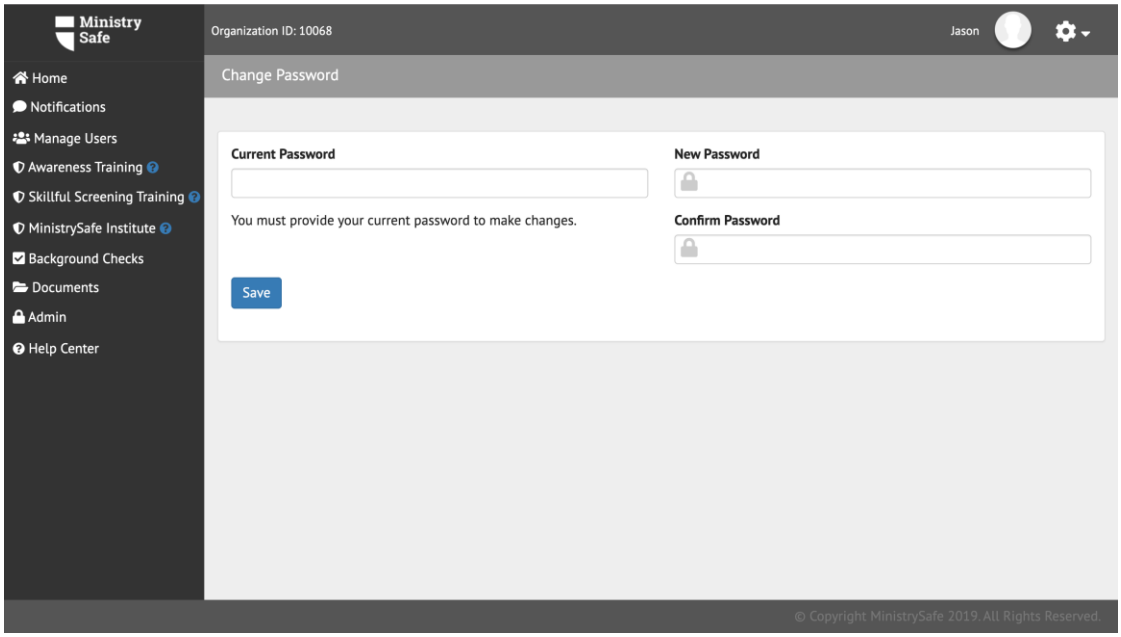
If you need your church’s GCFA number, contact the Conference Office at 717.766.7441 or safesanctuaries@susumc.org

Step 2: Change Your Password

1. The first time you log-in, it's important to change your password. Click on the gear icon in the top right and select "Change Password".



2. Passwords should be at least 8 characters long and contain UPPERCASE and lowercase letters, and at least one number and a symbol.

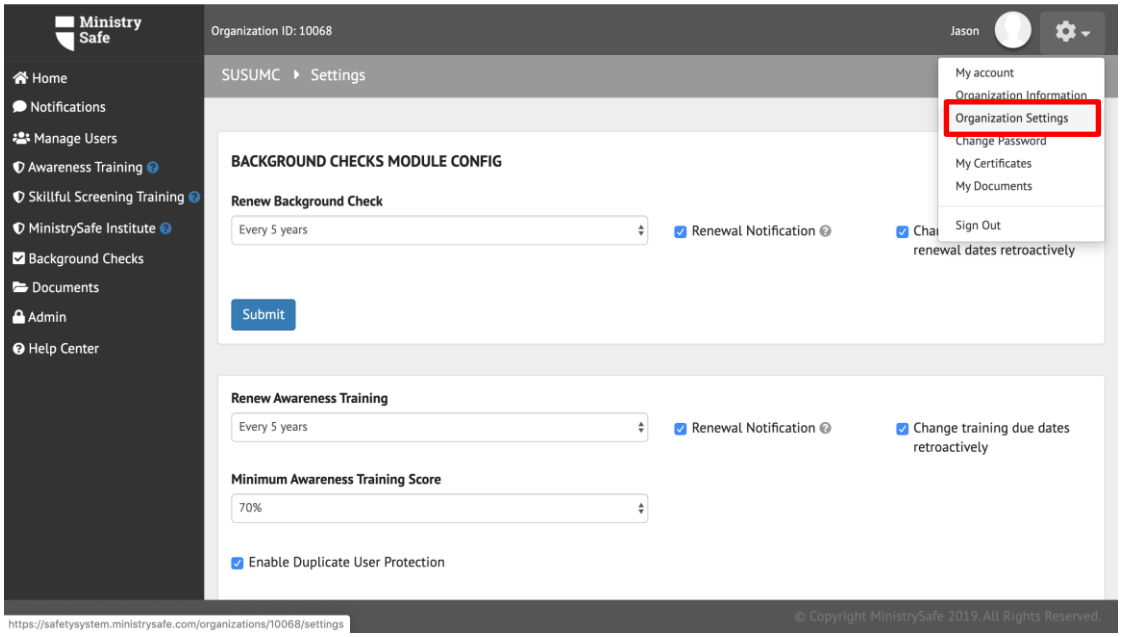


If you forget your password, you will need to contact Ministry Safe through the "Lost my login information" link on the sign-in page.

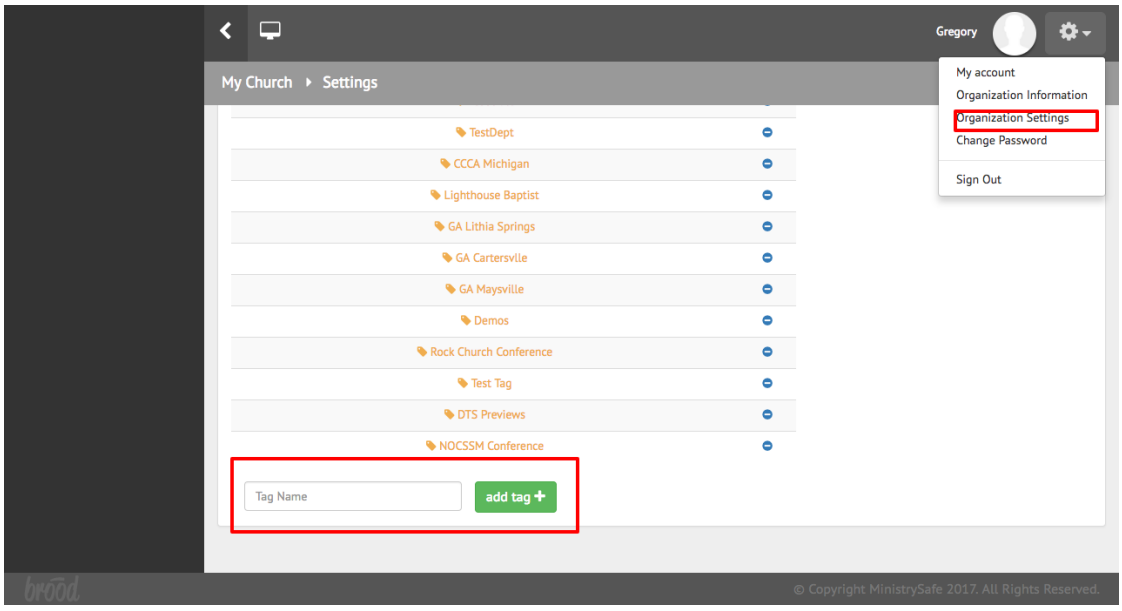
Step 3: Set Up Your Church

1. Every church has different ministry areas that will need to have Safe Sanctuaries Trainings. These include Children's Ministry, Youth, Nursery School, Daycare, and Church Leadership. In Ministry Safe, these departments can be set up as "Tags" to help you organize your teams.

   To set up a tag:
   - Click the gear icon in the top right corner
   - Select the "Organization Settings"

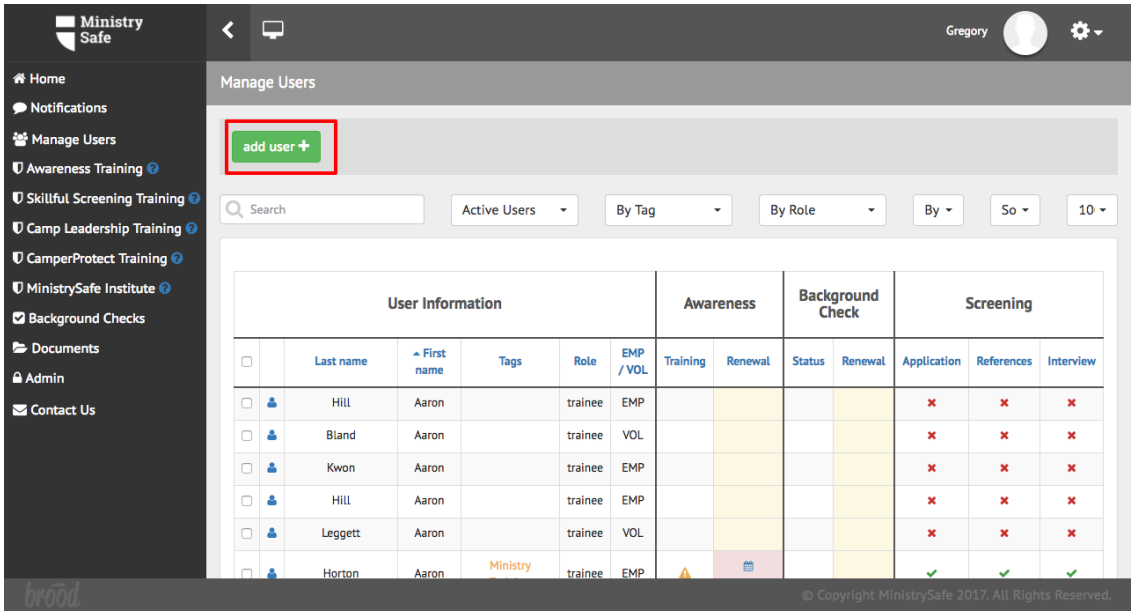


   - Scroll down to "Organization User Tags"
   - Type in the desired department and press "Add Tag"

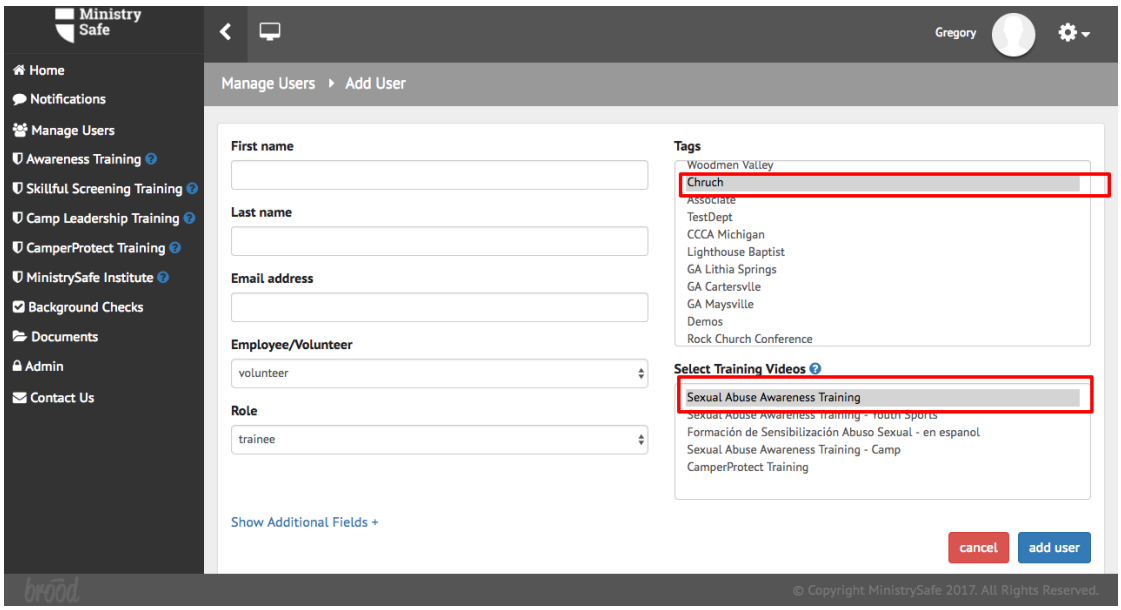


Step 4: Entering Users

1. All new trainees are entered using the control panel. To get there, select “Manage Users” from the menu on the left side of the screen. Then click “Add User”



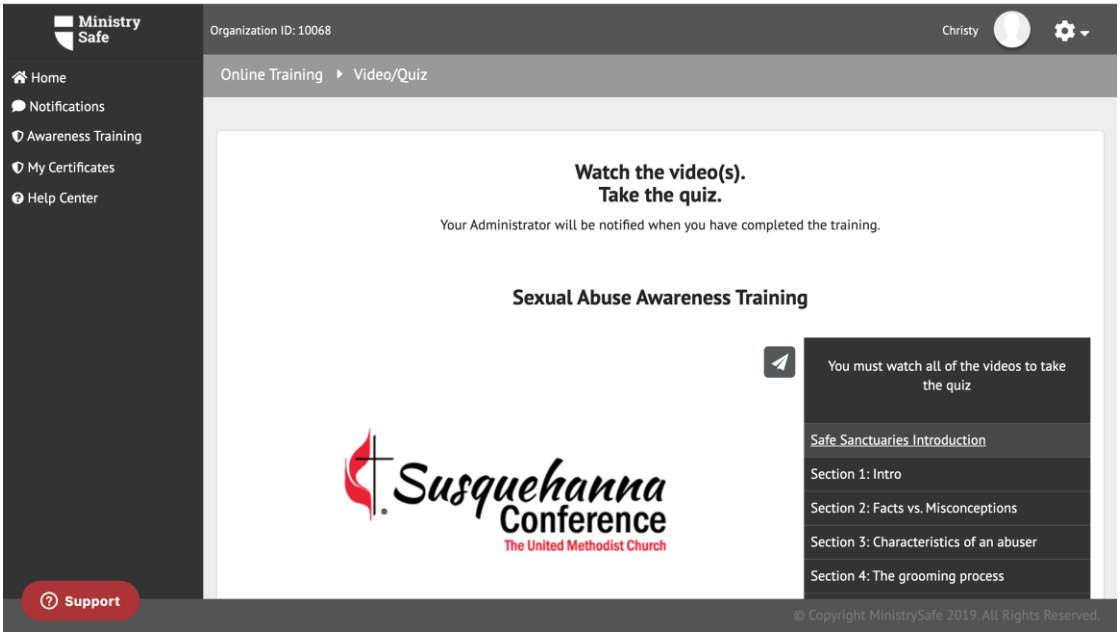
2. Enter the trainee’s name and email address.
   - Select Volunteer or Employee status.
   - Choose the “Trainee” role.
   - Optional: Assign a Tag (if you have not created any tags, no tags will appear)
   - Select “Sexual Abuse Awareness Training” Video
   - Finally click “Add User”



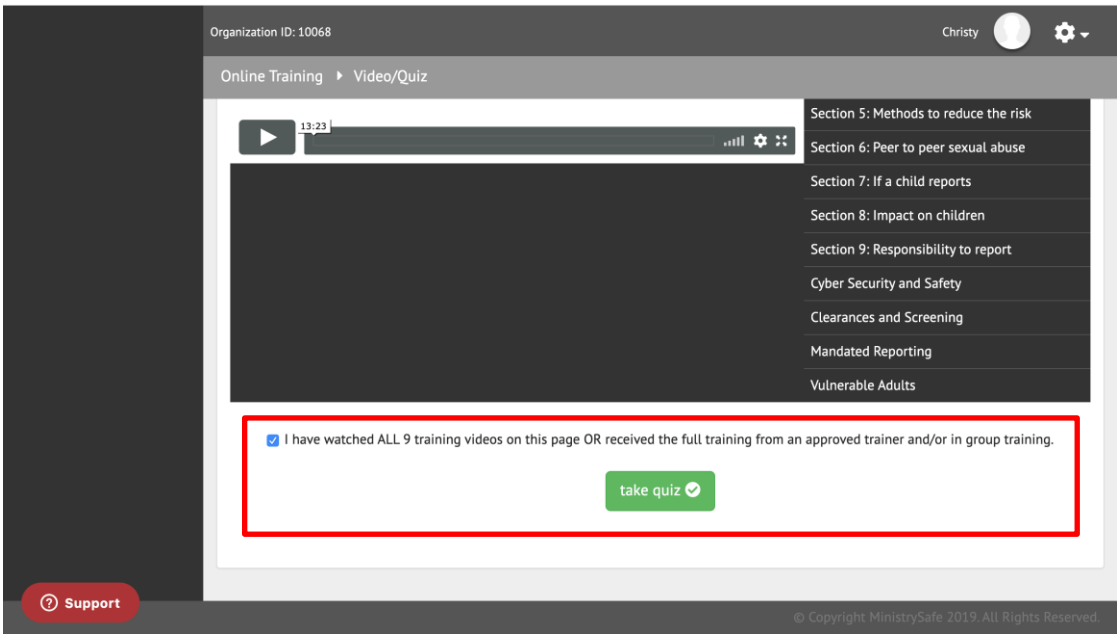
Step 5: Training

When you assign a training video, Ministry Safe will automatically send an email to your trainee containing a link to the online training. Your trainee simply needs to click on the link in the email.

After clicking on the link, your trainee will be prompted to watch the Sexual Abuse Awareness Training, which is just under two hours in length. After watching the training, your trainee will be prompted to take a short quiz, which is scored online. A score of 70 or better will generate a Certificate of Completion.



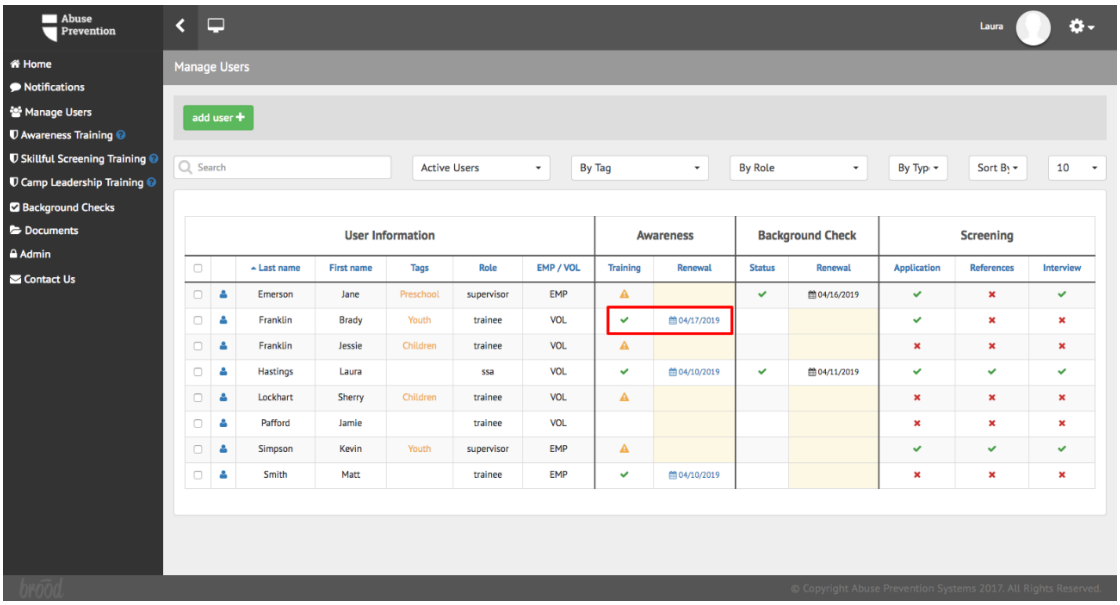
All trainees <u>must</u> complete the online quiz. *If the training was done in a group setting, the trainee can scroll to the bottom and select the checkbox to bypass the videos and take the quiz.*



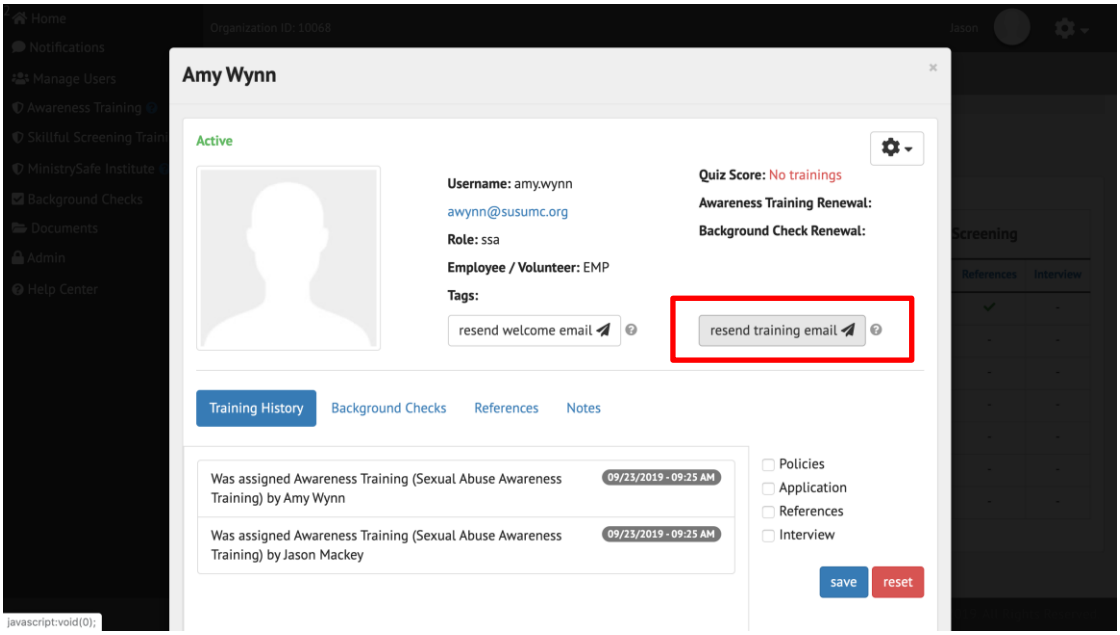
Step 6: Tracking their Progress

Once your trainee has completed the quiz and received the Certificate of Completion, an email containing the Certificate of Completion will be sent to the trainee AND the Safe Sanctuaries Coordinator. The online Control Panel will also be updated to reflect the completion of the training and calculate the renewal date for the training.

You can track your trainee's progress by clicking on the "Manage Users" tab in the left menu.



If the training is not completed in a reasonable time period, check with your trainee to determine if there is a problem. You can resend the training email by clicking on the profile and selecting "Resend Training Video"



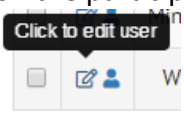
Step 7: Uploading Background Checks

Users will still need to obtain their clearances through the respective authorities. A complete guide to obtaining clearances for Pastors, Employees, and Volunteers can be found at www.susumc.org/safe-sanctuaries. Once received, they must be uploaded to Ministry Safe.

1. Use a marker to black out the participants' social security number.

2. Scan the documents ***individually*** into your computer. Each user will have at least three documents. These must be .pdf files. The system will not accept other formats.

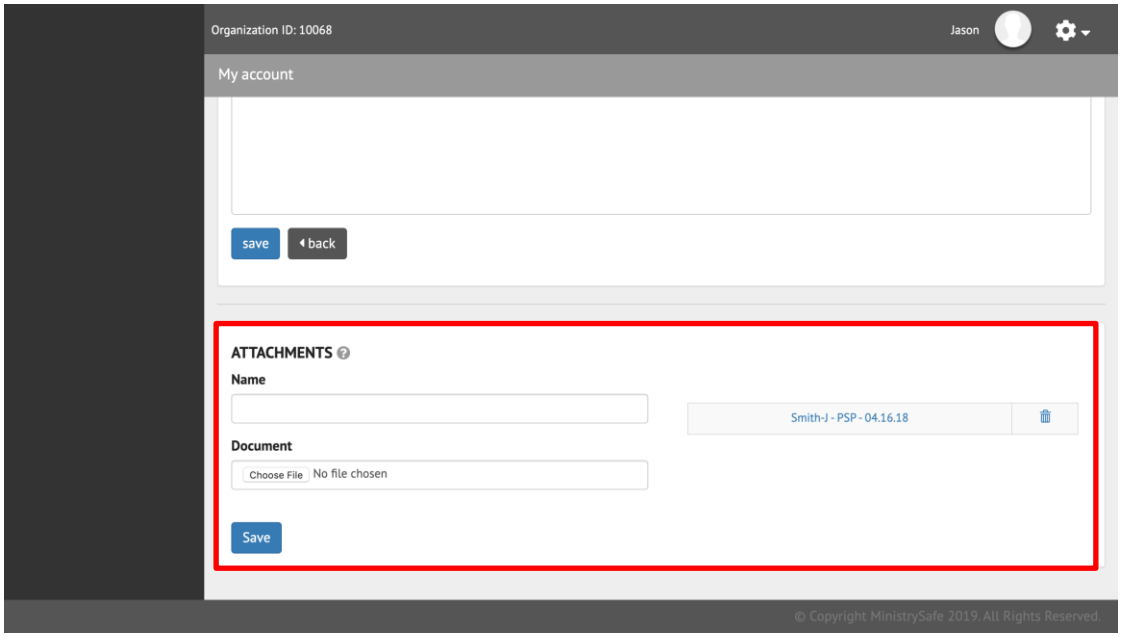
3. To upload the clearances to the Ministry Safe System, go to "Manage Users" in the left menu.
   - Click on the participant's profile.



   - Scroll down to "Attachments" and name each clearance in the following format:

Clearance	Format	Example
Pennsylvania State Police Criminal History Report	Last Name - First Initial - PSP - Date of Clearance	Smith-J – PSP – 04.16.18
Pennsylvania Child Abuse History Clearance	Last Name - First Initial - CAH - Date of Clearance	Smith-J – CAH – 04.16.18
FBI Criminal History / Volunteer Affidavit	Last Name – First Initial - FBI – Date of Clearance	Smith-J – FBI – 05.21.18
PennDOT Driving Record (only as needed for drivers)	Last Name – First Initial - DOT – Date of Report	Smith-J – DOT – 04.28.18
National Sex Offender Registry (only Daycare/Nursery Schools)	Last Name – First Initial - NSOR – Date of Report	Smith-J – NSOR – 09.04.19

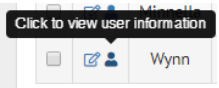
   - "Choose File" from your computer and hit "Save"
   - You will need to repeat these steps for each clearance.
   - If you upload the wrong document, you can delete it by hitting the trashcan icon. **DO NOT delete old or expired clearances.** They are to remain on file indefinitely.



4. Finally, you will need to set the expiration date for the clearances.

Go to “Manage Users” in the left menu.

Click on the User Information button for the person you want to update:



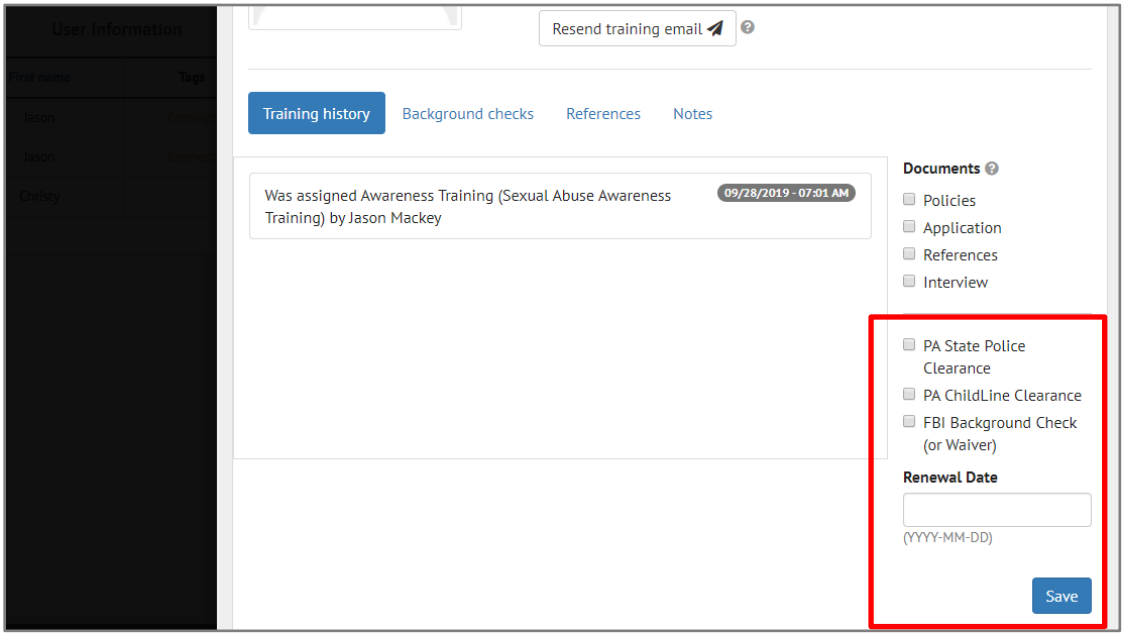
Scroll down to the clearances listed on the bottom right.

Check off those that have been uploaded to the system and enter the date that the oldest clearance will need renewed.

For Example: If Jane submits the following clearances…

PA Child Abuse	12.16.14
PA State Police	05.10.18
FBI Criminal History	08.01.19

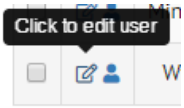
We would enter 2019-12-16 as the renewal since that is 5 years (60 months) after the oldest clearance.



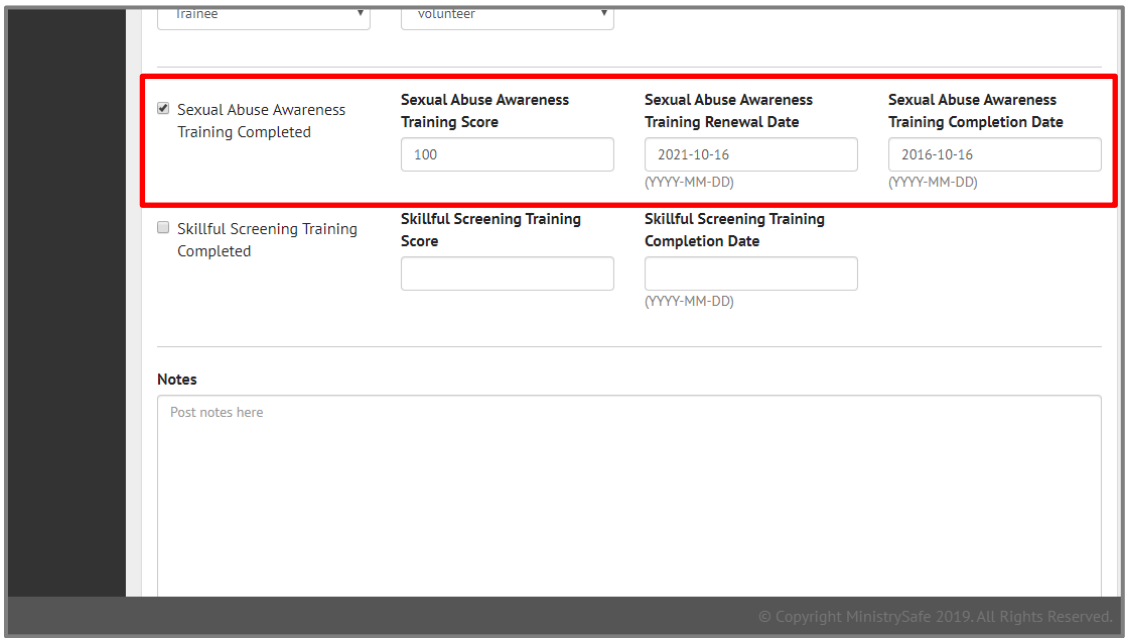
Step 8: Entering Those Previously Trained

For those who have already completed Safe Sanctuaries Training in the last five years, you can add them and their clearances to Ministry Safe following the previous steps.

To enter their training in the system, go to “Manage Users” and edit user:



Next scroll down to the “Sexual Abuse Awareness Training Completion”. Check off the box, enter a score of 100, and then enter the Renewal Date and Completion Date of their training (note the order of these dates). The Renewal Date should be five years (60 months) after the Completion Date.



For Questions:

Contact Susquehanna Conference Safe Sanctuaries
717.766.7441 or safesanctuaries@susumc.org
www.susumc.org/safe-sanctuaries