

**INSTRUCTIONS FOR THE ONLINE**

**SAFEGUARDING TRAINING**

Welcome to Praesidium Academy. Below are the instructions for enrolling in Praesidium Academy to access the modules for the Safeguarding God’s Children Boundary Training. If you have any technical difficulties, please email Praesidium Support Team at [support@praesidiuminc.com](mailto:support@praesidiuminc.com) or call 817-801-7773.

1. Go to <https://www.praesidiumacademy.com/redeem>
2. Add your contact information and create a password
3. Be sure to save your login and password for future reference
4. Enter the registration code: **reg-episdioutah-801-diocese**
5. Click **Validate** to confirm registration code.
6. Click the checkbox to agree to the Terms and Conditions.
7. Click **Redeem.**
8. Answer the **Registration Questions** about your status and role within the organization.
9. Click **Save & Continue.**
10. To begin taking training immediately, scroll down and click a course to start the content.
11. You are able to save your work and return later using your user login and password.

The following modules are required. Once all modules are completed, a certificate of completion needs to be forwarded to [arogers@episcopal-ut.org](mailto:arogers@episcopal-ut.org). To print or send, click on your name found in the upper right-hand corner. A dropdown box will appear, please click “transcript.” From there, you can print or export your completed certificate.

**Required Modules to take:**

Duty to Report

Keeping Your Church Safe

Policies: TEC Model Policy for the Protection of Children and Youth

Policies: TEC Model Policy for the Protection of Vulnerable Adults

Safe Church, Safe Communities: Abuse and Neglect

Safe Church, Safe Communities: Bullying

Safe Church, Safe Communities: Healthy Boundaries

Safe Church, Safe Communities: Inclusion

Safe Church, Safe Communities: Introduction & Theological Background

Safe Church, Safe Communities: Organizational Rules and Policies

Safe Church, Safe Communities: Pastoral Relationships

Safe Church, Safe Communities: Power and Relationships

Safeguarding God’s People: Preventing Sexual Harassment for Managers and Supervisors

Safeguarding God’s People: Preventing Sexual Harassment for Workers

Social Media Safety

If you have any questions, please feel free to contact me at 801-322-4131 ext. 370 or [arogers@episcopal-ut.org](mailto:arogers@episcopal-ut.org).

Thank you for doing your part to make the church a safe place for all.