

PRINT THESE INSTRUCTIONS IMMEDIATELY

Welcome to Safeguarding Online™ for the Episcopal Diocese of Fond du Lac. Our goal is a safer church. If you have questions about which courses to take or how courses work, please call the Diocesan Office at (920) 830-8866.

TO ENROLL

If you have enrolled before, even years ago, do NOT enroll again. See LOG IN section below.

1. Goto <http://bit.ly/fdlenroll>
2. Enter the registration code: **fonddulac**
3. Follow directions to complete form and click link to enroll.
4. Record USER NAME: _____ & PASSWORD: _____
for future reference.

PREPARE TO TAKE COURSES

- **Right Place, Right time** – Set the right conditions for learning. Create an environment with no interruptions, no phone calls, and no distractions. Set aside 30-45 minutes for each course so you do not have to hurry.
- **Take your time** – Have patience and take your time. Read carefully to make sure you fully understand the content. Rather than rushing through the training, plan to complete only one or two courses each time you login so you can really absorb what you've learned. Complete each course from beginning to end in one sitting. If you stop a course before you finish it, you'll have to start over at the beginning of the section where you left off.
- **Follow the Orange Arrows**. When it's time to move to the next page, an orange arrow will appear. Do **NOT** use your browser's FORWARD, BACK or REFRESH buttons, or you'll find yourself back at the beginning of the course!

LOG IN

1. Goto <http://bit.ly/fdllogin>
2. Enter username and password.
To recover your password, click 'Forgot Password' link.
If you forgot your username or never set up a password, email diofdl@diofdl.org for assistance.
3. Click the course you are going to take [see below].
4. After all courses are complete, click 'Print Certificate' on the home screen. Keep a copy for yourself and provide a copy to your congregation.

COURSES

Courses to take depends on your status as a cleric, lay employee or volunteer. Review the course list to determine which courses you will need to take. Feel free to take additional courses to help make a safer church!

Courses are set up in two ways. First there are courses for Child Abuse Prevention and Adult Misconduct Prevention. Second there are courses that are core courses (A, B and D) and specialized courses (C and E).

Child Abuse Prevention Courses

Courses for those who work with children and youth in a church setting.

SET A: [2 courses] For clergy, lay employees and volunteers who completed child abuse prevention courses more than three years ago. May also need to take SET C course(s).

Abuse Prevention Refresher

Your Policies

SET B: For clergy, lay employees and volunteers who have NOT completed child abuse prevention courses. May also need to take SET C course(s).

B1–[2 courses] For volunteers who work occasionally with children or youth and under the supervision of others (for example, a Sunday School teacher, nursery volunteer working only every few months, or parents assisting with a youth group overnight event).

Abuse Risk Management for Occasional Volunteers

Your Policies

B2–[5 courses] Volunteers who work regularly with children or youth (for example, Sunday School director, regularly scheduled nursery worker, youth group volunteer, summer camp staff).

Meet Sam

It Happened to Me

Preventing Sexual Activity Between Young Children

Keeping Your Church Safe

Your Policies

B3–[6 courses] Any clergy or lay employees.

Meet Sam

It Happened to Me

Preventing Sexual Activity Between Young Children

Keeping Your Church Safe

Duty To Report Mandated Reporter

Your Policies

SET C: [Taken in addition to SET A and B]. Clergy, lay employees and volunteers who work with children or youth in a special setting.

C1–[1 course] For those working at the diocesan summer camp

Keeping Your Camp Safe (residential camp)

C2–[1 course] For those working at a day long or multi-day activity (for example, VBS)

A Day at Camp (day camp, not residential camp)

Adult Misconduct Prevention Courses

Courses for those who work with adults in a church setting.

SET D: [3 courses] For clergy, lay employees and volunteers who hold a church leadership position (for example, warden, vestry member, Executive Council member). May also need to take SET E course(s).

Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Congregations

Safeguarding God's People: Preventing Sexual Harassment for Workers

Your Policies

SET E: [Taken in addition to SET C]. For clergy, lay employees and volunteers who work with adults in a special setting.

E1–[1 course] For clergy, lay employees and volunteers who work regularly in a specialized ministry (for example, feeding program, thrift shop).

Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith - for Ministries

E2–[1 course] For clergy and lay employees who supervise the duties of other church workers.

Safeguarding God's People: Preventing Sexual Harassment for Managers & Supervisors