

PLEASE PRINT THESE INSTRUCTIONS IMMEDIATELY

The Diocese of Fond du Lac welcomes you to Safeguarding Online™ whose goal is a safer church. Questions should be directed to the Diocesan Office at (920) 830-8866.

FIRST TIME ENROLLMENT (already enrolled, go to LOG IN section below)

If you've enrolled before, do NOT enroll again.

To enroll for the first time, click <http://bit.ly/fdlenroll>.

Enter the code **fonddulac**

Follow directions.

Record your USER NAME: _____ and PASSWORD: _____

GET-READY FOR THE COURSES

- **PREPARE** – Minimize outside distractions because courses require your complete attention.
- **TAKE TIME** – Schedule enough time to complete each course uninterrupted (about 15 minutes each). If you exit before completion, you'll return to the last section when you log-in again.
- **FOLLOW ORANGE ARROWS**. Do **NOT** use your browser's FORWARD, BACK or REFRESH buttons.

LOG IN

To log in click <http://bit.ly/fdllogin>.

Enter username and password. *If you need your user name and password, click the 'Forgot Password' link. If you are unable to discover your user name and password, email mpayne@diofdl.org.*

Find course to take [listed below] and click.

When you've completed all needed courses, click 'Print Certificate' on the home screen. Keep a copy and give a copy to your congregation.

COURSES NEEDED

Courses needed depend on your function in serving the church. Determine them from the list below. You are welcome to complete additional courses as well. There are two types of courses: basic courses apply to everyone working in a church setting (SETS A, B and D) and special courses apply only to those working in a unique church setting (SETS C and E).

Child Abuse Prevention Courses

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

SET A: [2 courses] Persons who completed child abuse prevention courses more than three years ago. May also need a SET C course.

- Abuse Prevention Refresher
- Your Policies

SET B: Persons who have NOT taken child abuse prevention courses. May also need a SET C course.

B1–[2 courses] *Volunteers* working occasionally with children or youth, under the supervision of others (for example, Sunday School teachers or nursery volunteers working only every few months, parents assisting with a youth group overnight event)

- Abuse Risk Management for Occasional Volunteers
- Your Policies

B2–[5 courses] *Volunteers* working regularly with children or youth (for example, Sunday School director, regularly scheduled nursery workers, youth group volunteers, summer camp staff).

- Meet Sam
- It Happened to Me
- Preventing Sexual Activity Between Young Children
- Keeping Your Church Safe
- Your Policies

B3—[6 courses] All *clergy* and *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: [In addition to SET A or SET B]. Clergy, lay employees and volunteers working with children or youth in a special setting.

C1—[1 course] Those working at the diocesan summer camp

- Keeping Your Camp Safe** (residential camp)

C2—[1 course] Those working at a day long or multi-day activity (e.g. Vacation Bible School)

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

Adult Misconduct Prevention Courses

These courses are designed for those who work with adults in a church setting.

SET D: [3 courses] Clergy, lay employees and volunteers holding a church leadership position (for example, wardens, vestry members, Executive Council members). May also need a course in SET E.

- Safeguarding God's People: Preventing Sexual Exploitation in Communities of Faith-for Congregations**
- Safeguarding God's People: Preventing Sexual Harassment for Workers**
- Your Policies** (note: if you've completed previously, you will not need to complete it again)

SET E: [In addition to SET C]. Clergy, lay employees and volunteers working with adults in a special setting.

E1—[1 course] Those working regularly in a specialized ministry (e.g. feeding program).

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

E2—[1 course] For clergy and lay employees with supervisory duties of other church workers. [1 course]

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

If you have any questions about which courses are needed, please call the Diocesan Office at (920) 830-8866.