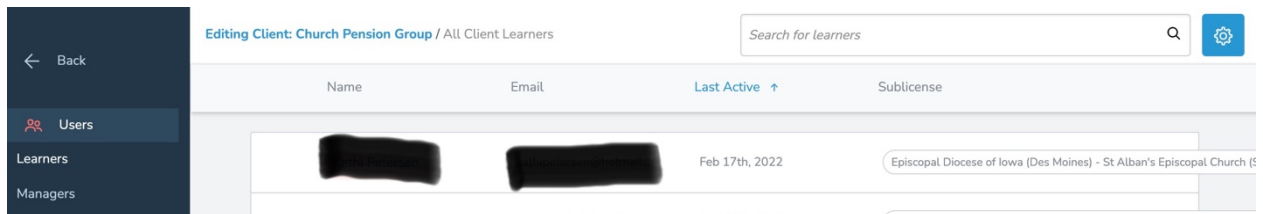


Administrator Instructions Safe Church, Safe Communities

Thank you for agreeing to serve as an administrator for Safeguarding God's People!

To add users:

1. Log in at <https://www.praesidiumacademy.com/> This will open up the Administrator Dashboard.
2. You then have two areas where you can add a new user. You can choose the second box in the middle of your screen labeled Invite and Manage Learners and click continue. Or along the left-hand side of the screen in the Dashboard, you can click on Users. If you click on the User link, you will next need to click on Learners.
3. Scroll across to the right hand side of the page and look for the blue box with the gear icon on it.
4. Click the gear icon and a dropdown menu will appear. Click on Add Learner.



5. Fill in the New Learner information: First Name, Last Name, Email and Sublicense (your congregation). Once you have entered this information, scroll to the bottom of the screen.

NEW LEARNER

First Name	Last Name
<input type="text"/>	<input type="text"/>
Email	
<input type="text"/>	
Sublicenses	Invite Message
<input type="text" value="Select a Sublicense"/>	<input type="text"/>
	Optional
	<input type="button" value="Invite"/>

6. Click the green Invite button on the lower righthand corner. An email will be sent to the Learner where they can finish setting up their account.

INFORMATION FOR NEW USERS

1. Go to <https://www.praesidiumacademy.com/>, and click a link to log in. You will need your audio turned on and high speed internet. Much of the training is video.
2. Choose the modules you would like to complete, you can pause at any time and come back to it at the same place you left off.
3. If at any time the material triggers an uncomfortable or troubling reaction for you personally, please seek a pastoral caregiver such as a priest in your congregation or counselor. This content is disturbing and can be especially difficult for folks who have survived abuse themselves.
4. When you complete the training there will be a record of it online. Certificates are not automatically sent to you, but Amy Mellies in the Diocesan Office can make one for you if you need one. Email her at amellies@iowaepiscopal.org

SAMPLE EMAIL SENT TO NEW USERS

Dear _____,

I have you set up in the system now and you should be receiving an email from Praesidium to let you know the next steps to set up your account.

Once you have logged in you can complete the courses available, currently 5, but there will be 9 soon. Choose the modules you would like to complete, you can pause at any time and come back to it at the same place you left off. Based on your role in the church, you need to complete (list courses here). There will be others to complete but they have not yet been released. (Depending on their role, you can add this sentence: You may take any of the other courses titled Safe Church, Safe Communities, but they are not required for your role in the church).

If at any time the material triggers an uncomfortable or troubling reaction for you personally, please seek a pastoral caregiver such as a priest in your congregation or counselor. This content is disturbing and can be especially difficult for folks who have survived abuse themselves.

When you complete the training there will be a record of it online. Certificates are not automatically sent to you, but I can make one for you if you would like one.

Thank you again for doing this very important work.

Amy