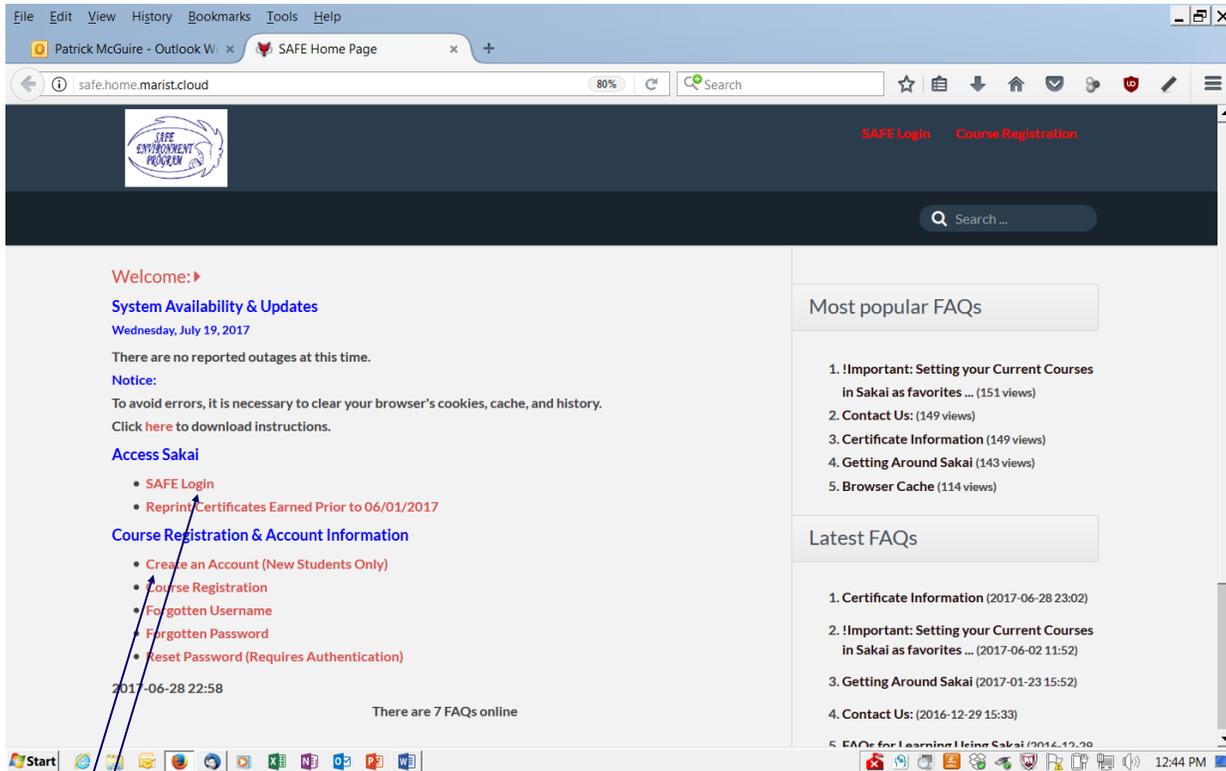


Instructions for registering for the Archdiocese of New York's Safe Environment online training modules (Safer Spaces Online)

When you are ready, go online to the website and we can begin.

<http://safe.home.marist.cloud/>

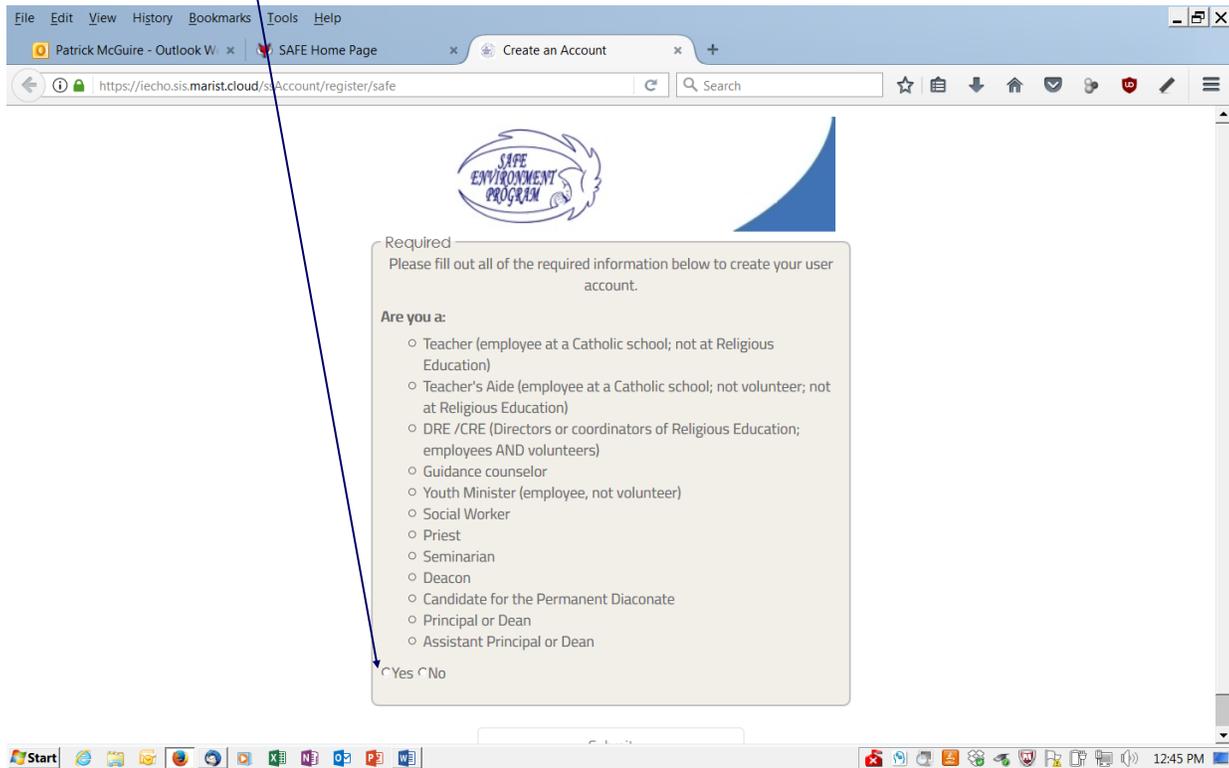
The first screen you see will look like this:



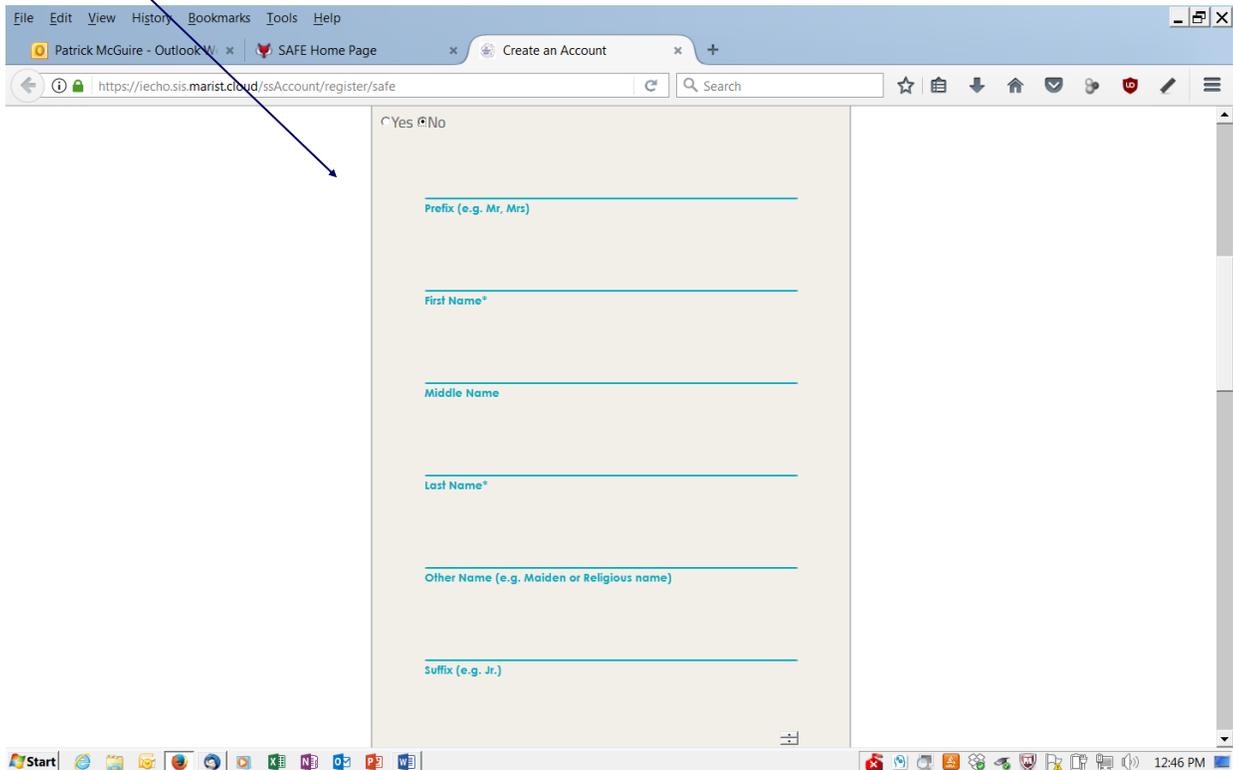
- If you are new user and need to register for the site, click “Create an Account”. The rest of this instruction sheet will walk you through the registration process.
- If you have already registered, click “Safe Login” to be taken directly to the learning module.
- If you are already registered for online training with the Archdiocesan Catechetical Program, click “Safe Login”, and log in with the username and password you selected before. Be aware however, that upon logging in, you will be required to add some additional details to your user profile to fulfill records requirements for the Safe Environment Program. You will only need to do this once and will be able to log in as usual from that point on.

- After you have entered your information and clicked submit, you will be taken to a log-in screen.
- Your username will be ***yourfirstname.yourlastname***. (Don't forget the “dot” between your-names.)
- You will have already selected your password.
- Go ahead and log in.

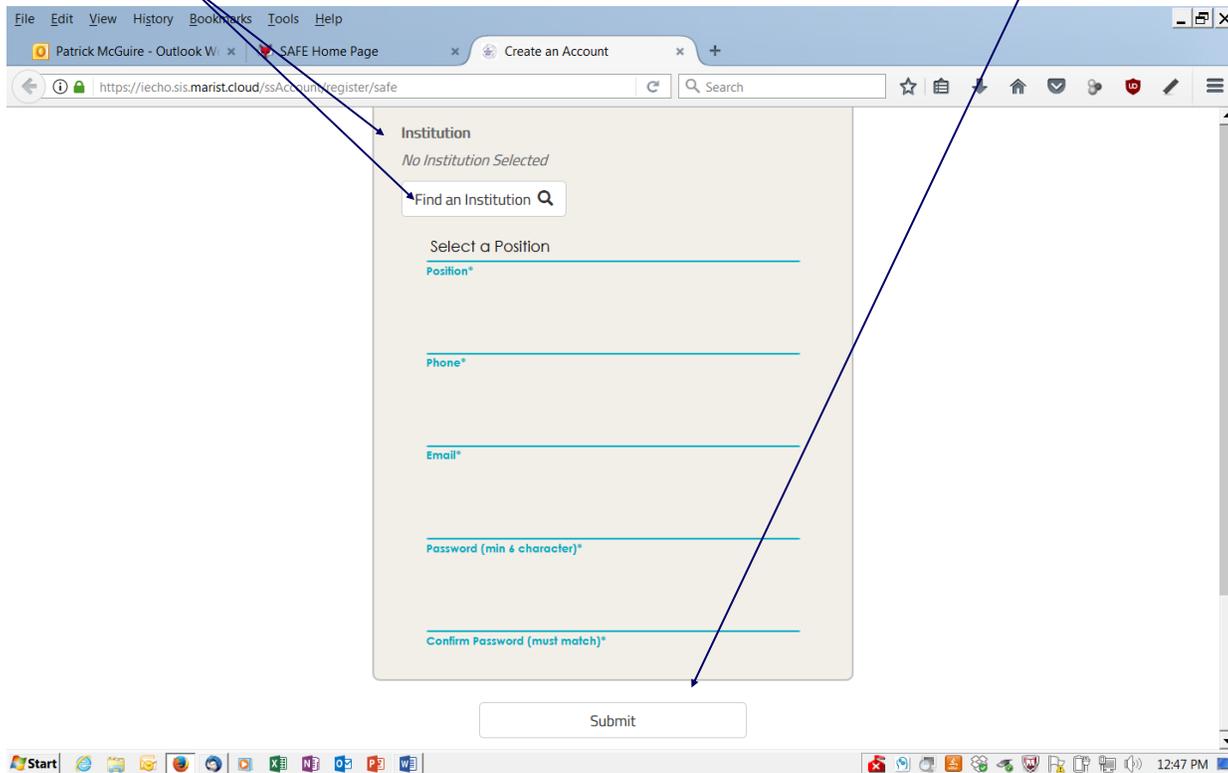
You will see the screen below. Choose an answer for the question based on the list provided.
Most people registering for this course will answer no.



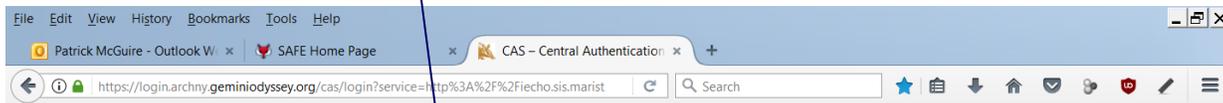
If you answered "No", you will now be able to scroll down and fill in you information.



Whenever you encounter a button (For example, “Find an Institution.) or a line with a phrase (For example, “Select a Position”) requesting information (see arrows), simply click on the phrase for a drop-down menu to select from. When you are finished, Click “Submit”.

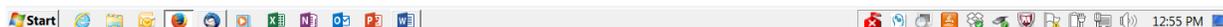


You will see the screen below next, Enter your username (FirstName.LastName) and the password you created earlier, then click “LOGIN” to be taken to the learning module.

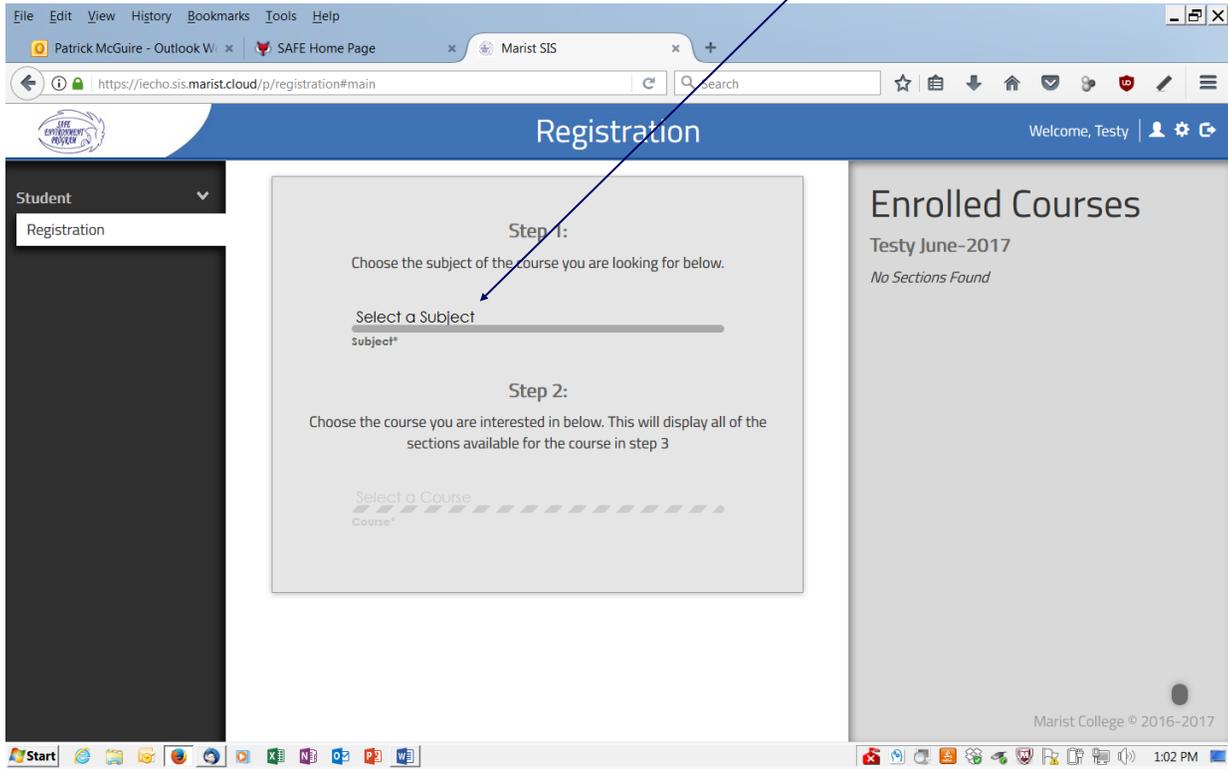


For security reasons, please Log Out and Exit your web browser when you are done.

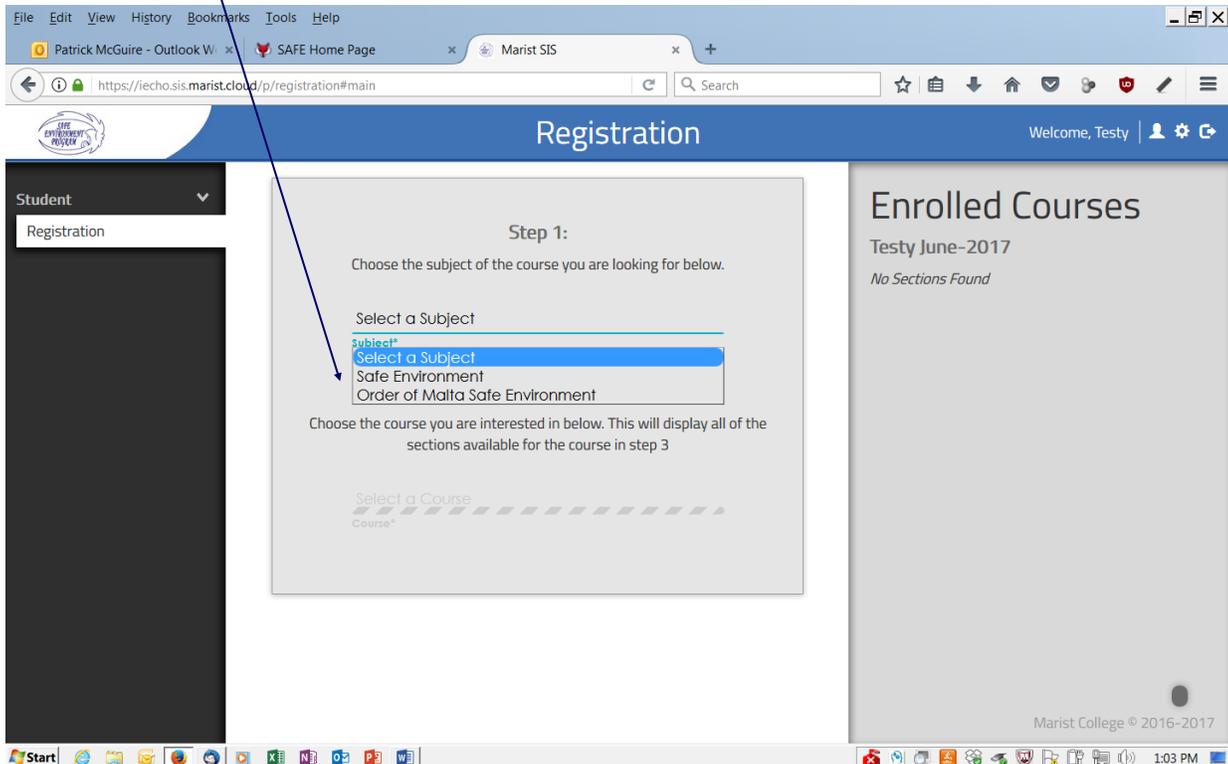
Powered by [Jasig-CAS](#)



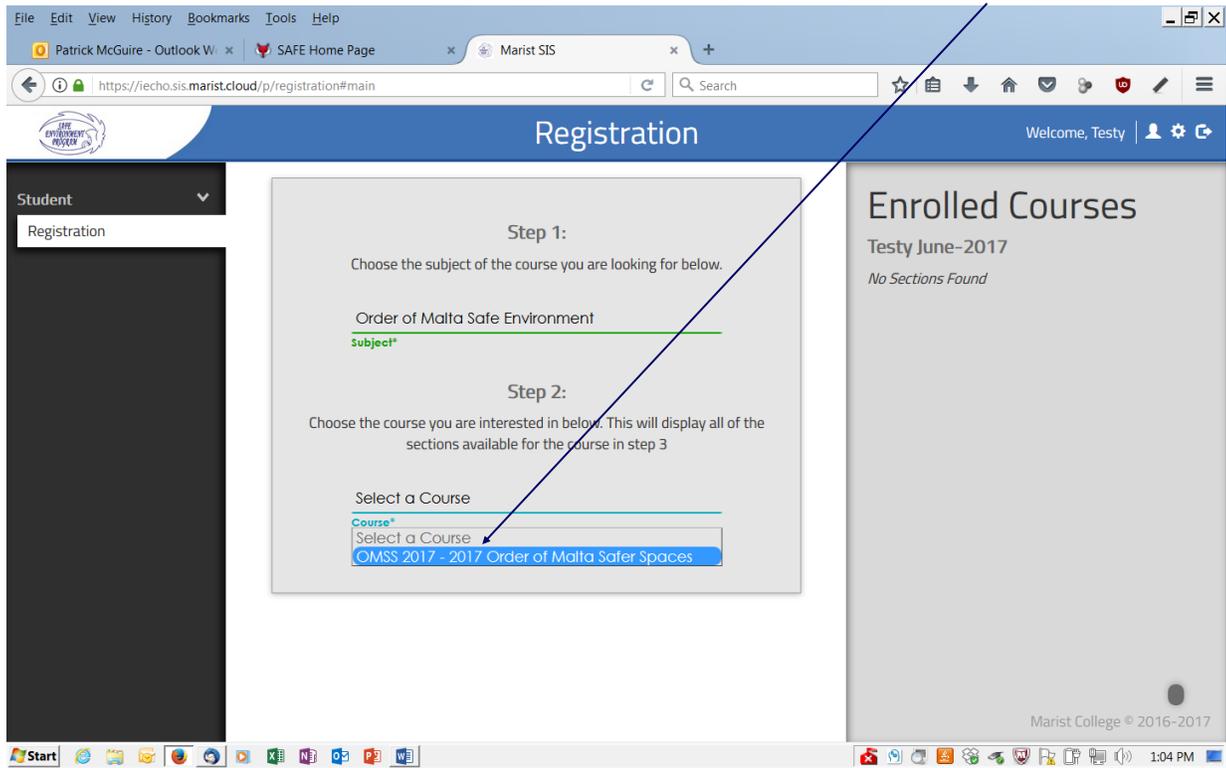
It's time to select your course. Click on the phrase "Select a Subject".....



....to open a drop-down menu. Select the organization that has asked you to complete Safer Spaces. For demonstration purposes, we will go with "Order of Malta", but the instructions are the same if you select "Safe Environment" for the Archdiocese.

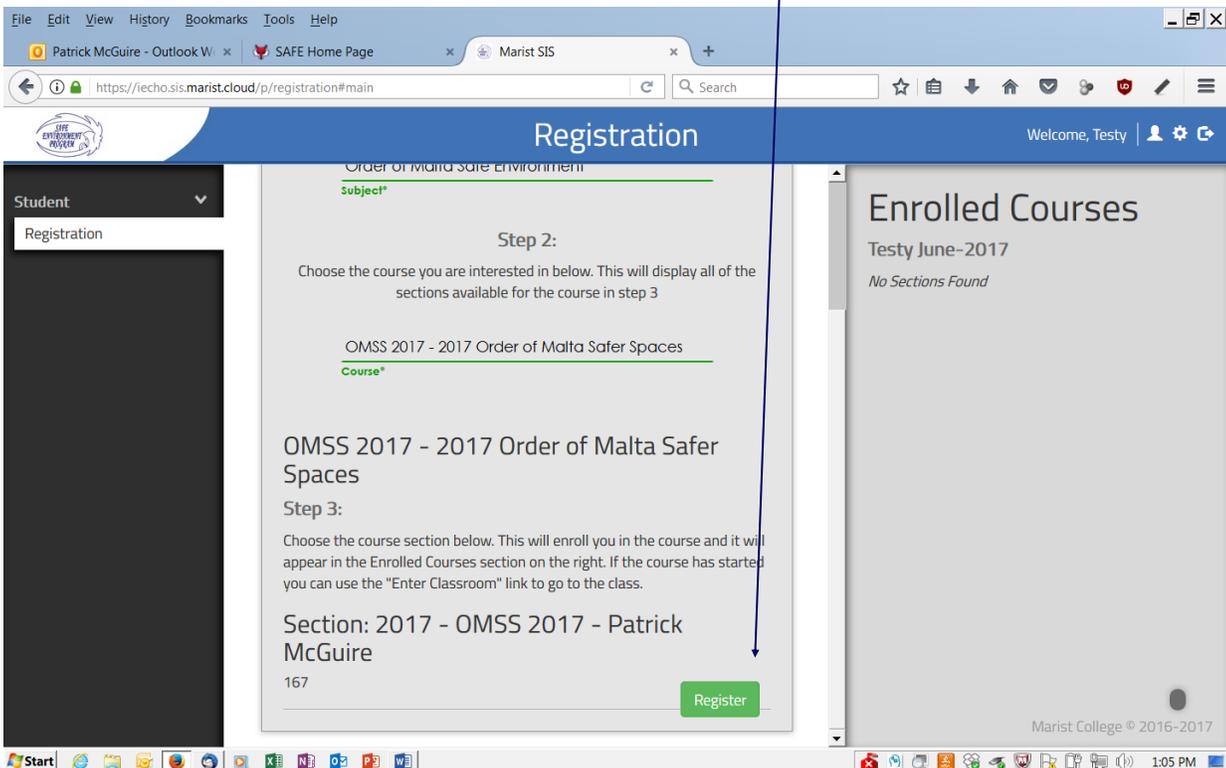


Next, click “Select a Course” to open a drop-down menu. Typically, there is only one option, but be certain that the year is correct. (When this sheet was constructed, it was 2017.)

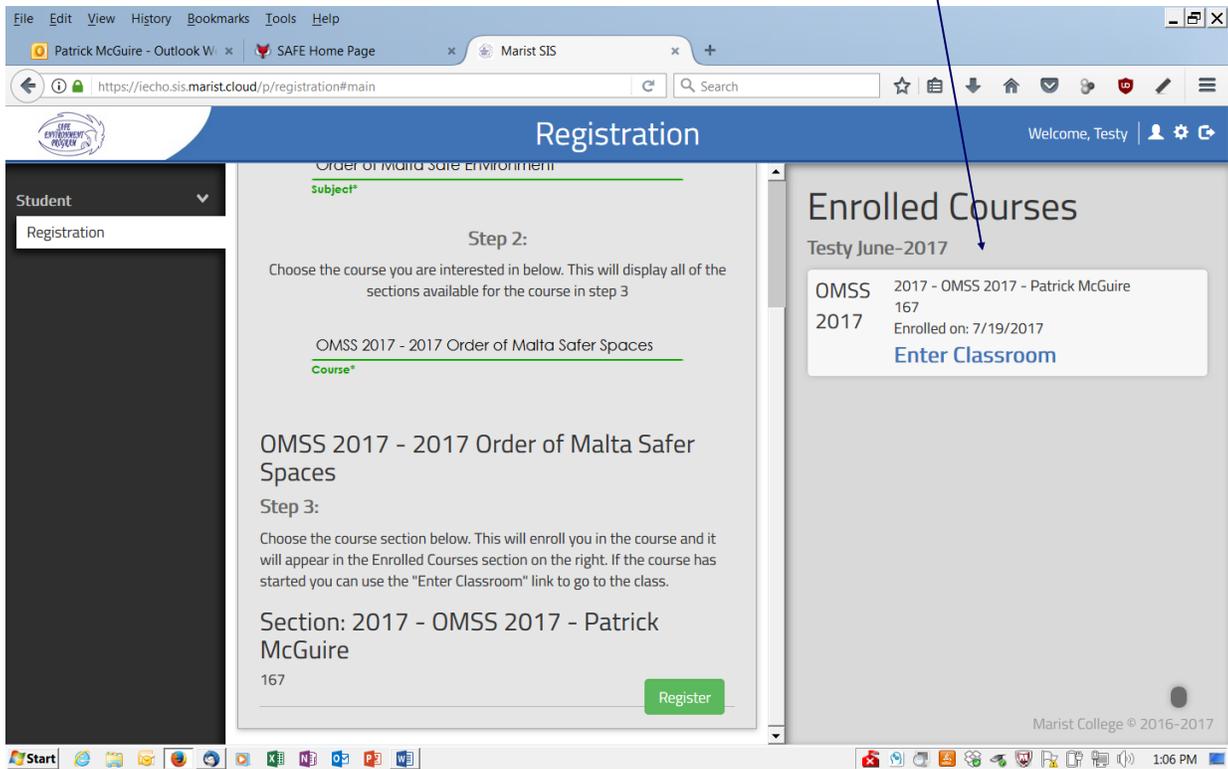


You can now scroll further down to review your course selection. If it looks correct, click “Register.”

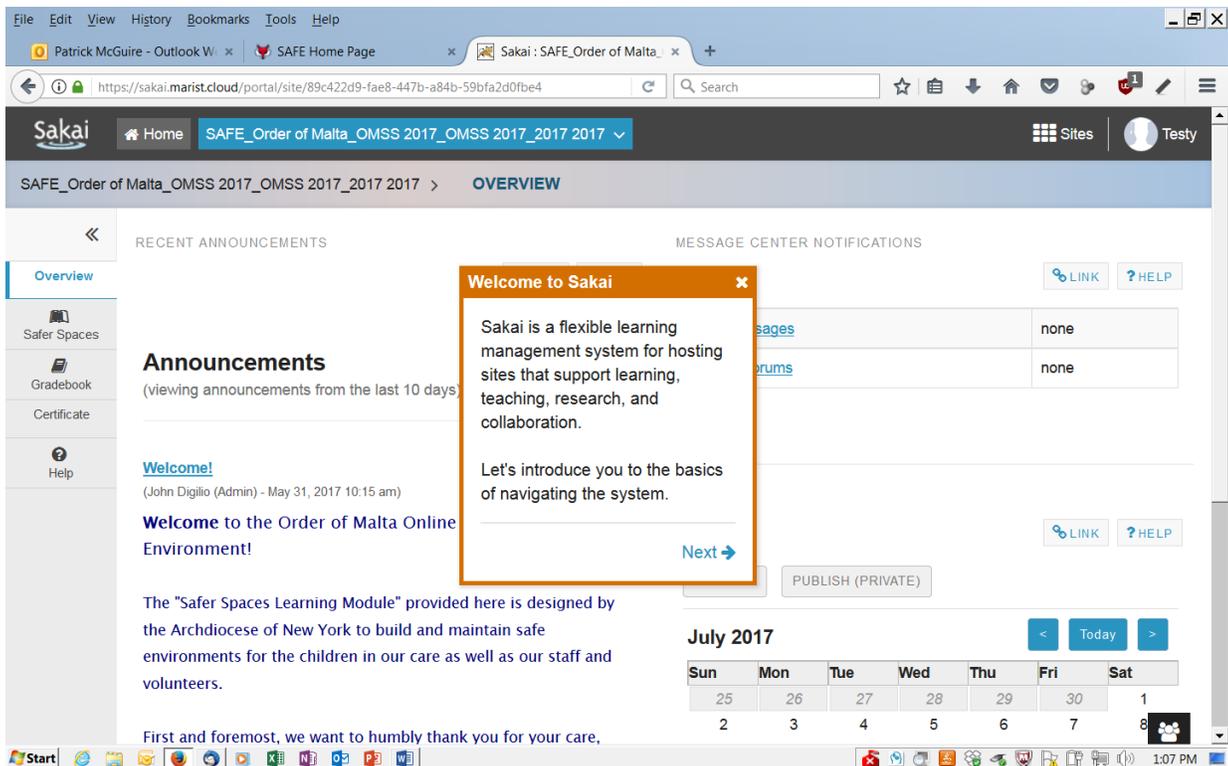
NOW, you must be patient for a moment while the registration completes. DO NOT hit that green “Registration” button more than once! It may take a moment to complete, but when it does.....



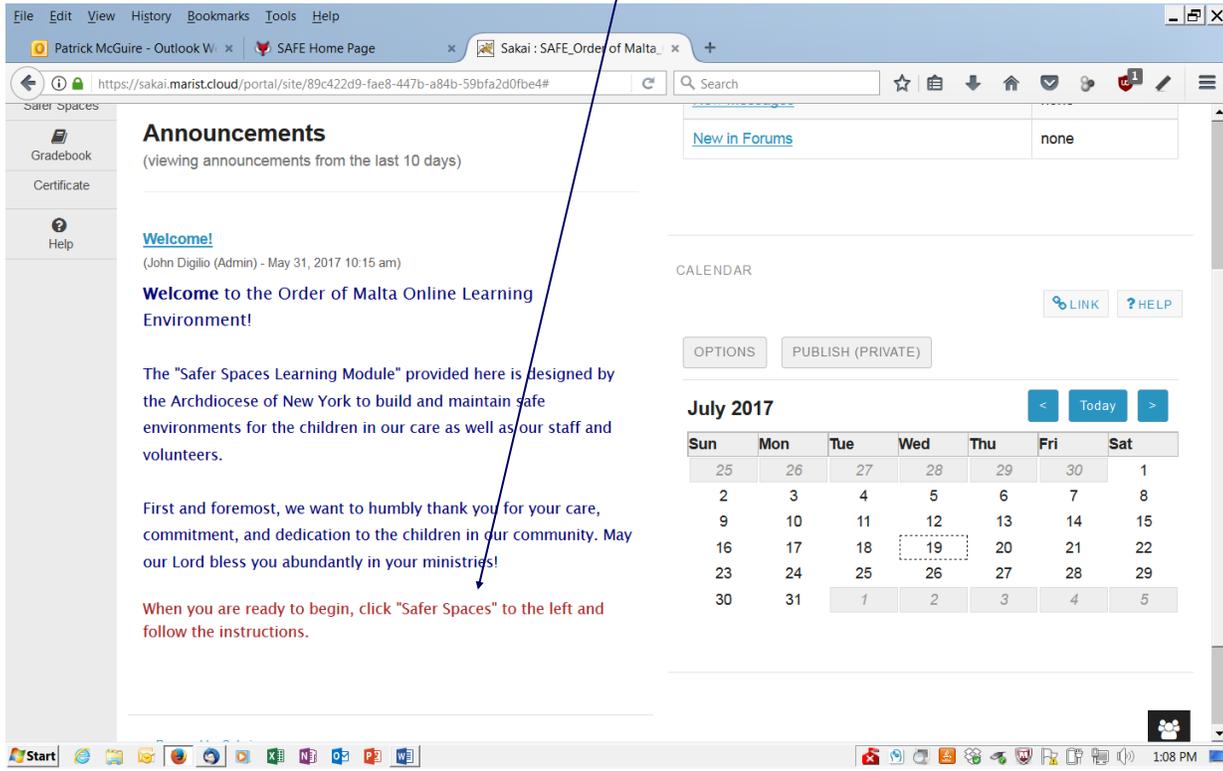
.....your new classroom will appear on the right. Congratulations! You are now registered, and you have options. You can go straight to your module now by clicking the “Enter Classroom” link, or you can log out and come back later. (Refer to page one if your forget the address and click “SAFE Login” when you get there.



Here at last is the course ‘proper’. You may want to take a look at the site tutorial or close it and move on. Take a look at the Welcome message.



After closing the tutorial, the course becomes self-directing by giving instructions on each page.
See that red sentence at the end of the welcome?



Click the "Safer Spaces" tab on the left, and you are off and running. Just be sure to follow the instructions on each page.

Thank you for taking the time to complete the module and more importantly, for your ministry to our children!

Good luck and God Bless!

