Online Safe Ministry Training User Guide

The Diocesan Online Safe Ministry Training is provided by, *safer* communities and accessed through, OpenLearning.com.

There are two courses available:

ADOM Safe Ministry Essentials $20

Click on the hyperlink below, or type the following address into your web browser:
https://www.openlearning.com/courses/adom-safe-ministry-essentials

ADOM Safe Ministry to Children and Young People $15

Click on the hyperlink below, or type the following address into your web browser:
https://www.openlearning.com/courses/adom-safe-ministry-to-children-and-young-people

Payment Options

There are two options for course payment:

1. *Individual credit card payment*
   The payment process is completed when you sign up for each course
   (Use the instructions on page 2, below, for this method).

2. *Pre-payment for individuals or groups*

   Process for pre-payment:

   - Request pre-payment from OpenLearning.com
     via this hyperlink: https://form.jotform.co/91821477273866

   - Use the course names and URLs (above) to assist in
     completion of the form.

   - OpenLearning.com will generate an invoice and email it
     to the person nominated on the form.

   - When OpenLearning.com has received payment, they will email
     the person nominated on the form, confirming the learners have been added.

   - OpenLearning.com will email each learner listed on the form, providing them access to
     the course.

   NOTE: If using the pre-paid option, learners will sign up after OpenLearning.com has sent the email.

Please contact *Creating Safer Communities* if you require further assistance Monday-Friday
9am-5pm by email etraining@safercommunities.net.au or on the Helpline 1800 070 511.

Signing up for the first time with OpenLearning.com

Once you enter the URL for your course into your web browser, you will be directed to the JOIN NOW page.

Click the JOIN NOW button.

Enter your:
- email address
- a password
- full name

Agree to the Terms of Service & Privacy Policy.
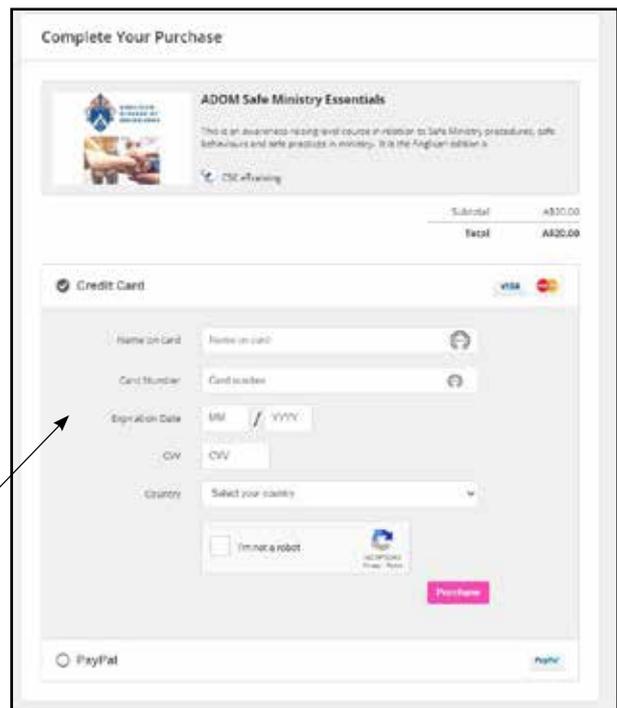
Tick 'I'm not a robot'.

Click 'Get started'.

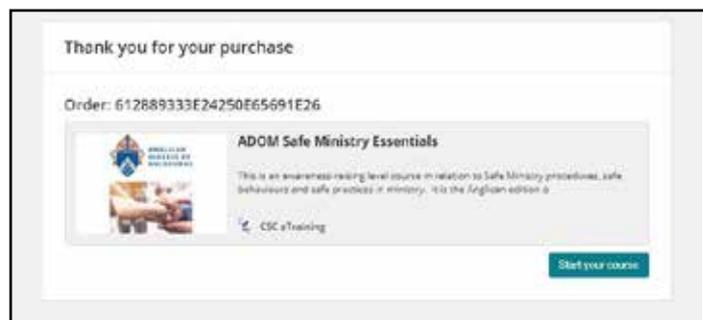You will now receive an email welcoming you to OpenLearning.com.

Then ...

For Pre-paid learners, you will be directed to the course. You do not need to complete the payment step.

For Payment by credit card, you will be directed to the payment section where you can pay for the course.

Once you have completed the payment, you will receive your order confirmation number.

To get started, click the 'Start your course' button.

Complete the Enrolment Information before you begin.

The system will now ask you to enter some additional enrolment information.

This information is important for Creating Safer Communities' communication with the Diocese.

Once you have filled in all fields, click 'Save Changes'.

Homepage

The menu tabs on the left side allow you to switch between the sections of the course.

The 'Your Progress' bar tracks your progress through the course. When 100% complete, you can download your certificate.

The 'Listen' function allows you to listen to, and/or read along with, the text on each screen.
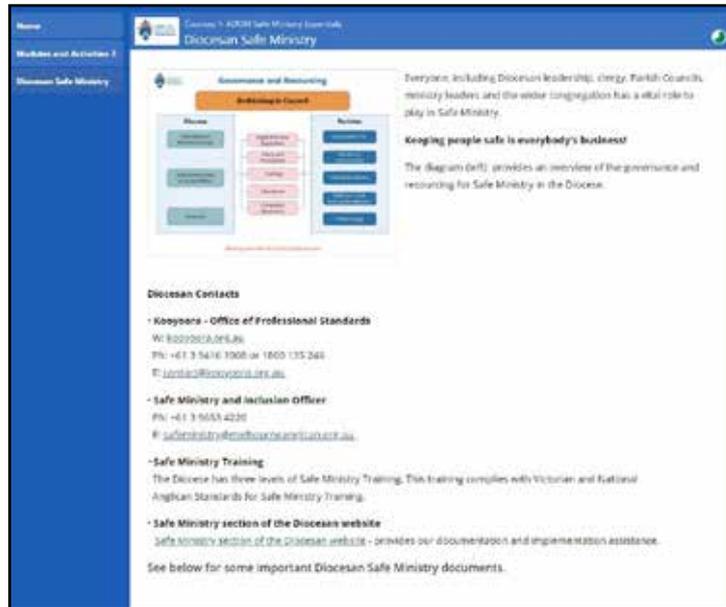
Automatic saving & tracking of progress

You are able to exit the course, and re-enter as many times as you like, using your email address and password.

When you exit, your progress will be saved, so that you can pick up where you left off.

Diocesan Safe Ministry tab

Before you begin, click on the Diocesan Safe Ministry tab to ensure that you can find your relevant Safe Ministry documentation.

Modules and Activities

Now you are ready to begin.

Use the 'Modules and Activities' tab on the left hand side of the screen to navigate your way through the course. To complete the course, please watch all the videos and complete all the activities.

Once completed, double click on 'You are Awesome!' in the progress bar to open your progress page.

Click on 'download' to get your certificate.

Send a copy of your downloaded certificate to your church.