



## Step-by-Step Guide to Account Setup



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## Summary of Topics

- Creating your Account
- Using your Control Panel
- Frequently Asked Questions



# CREATING YOUR ACCOUNT



**Ministry Safe** The Risk The Safety System Trainings

## Protecting children and those who serve them

MinistrySafe provides a complete Child Safety System designed to reduce the risk of child sexual abuse.

[Learn More About The Risk](#) [Sign Up](#)

To create your MinistrySafe account, go to the [sign-up page](#) and select 'Membership' from the two options.

You will be asked to input information about you and your organization. On the third and final page of the signup process, you will be asked to provide billing information. This page includes a space to enter a coupon code. Enter the coupon code **KSLCMS** to receive your annual Membership and Training at no cost.

MinistrySafe Membership

My Information -- Organization Information -- [Billing information](#)

**BILLING INFORMATION**

**COUPON CODE**

Enter your code **KSLCMS**

Once you have submitted billing information, you have instant access to your new account.

# USING YOUR CONTROL PANEL

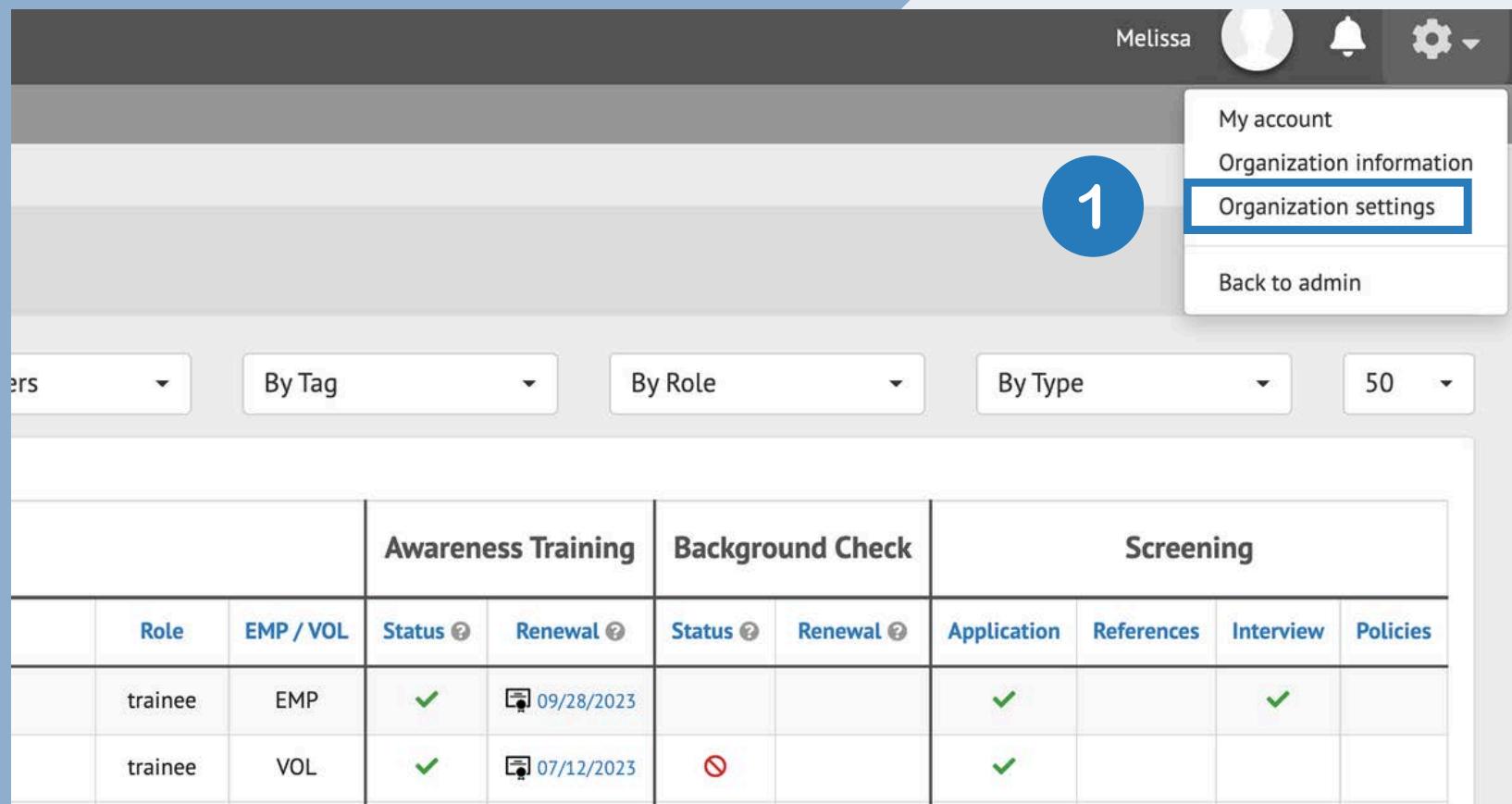
Learn how to Add Users and  
Send Trainings



## Video Tour

Tour the MinistrySafe Safety System

# CREATE USER TAGS



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Melissa

My account

Organization information

Organization settings

Back to admin

By Tag

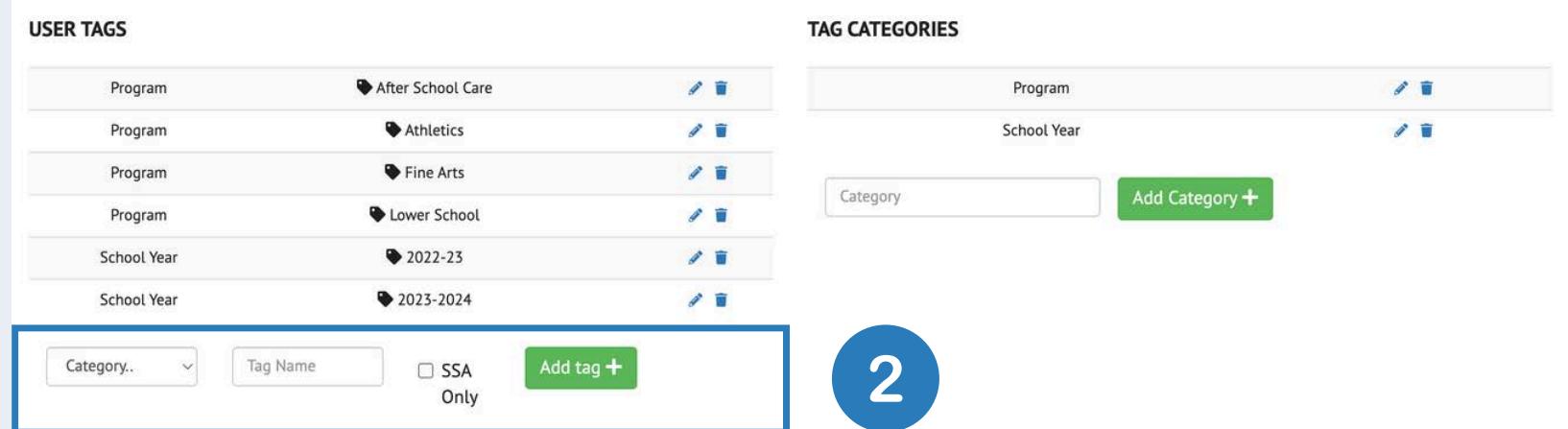
By Role

By Type

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		Awareness Training		Background Check		Screening				
	Role	EMP / VOL	Status	Renewal	Status	Renewal	Application	References	Interview	Policies
	trainee	EMP	✓	📅 09/28/2023			✓		✓	
	trainee	VOL	✓	📅 07/12/2023	✗		✓			

User Tags are customized organizational labels used to sort Users in your Control Panel. Tags may be specific to your organization, such as department, program or campus.



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USER TAGS

Program	After School Care		
Program	Athletics		
Program	Fine Arts		
Program	Lower School		
School Year	2022-23		
School Year	2023-2024		

Category..

Tag Name

SSA Only

Add tag +

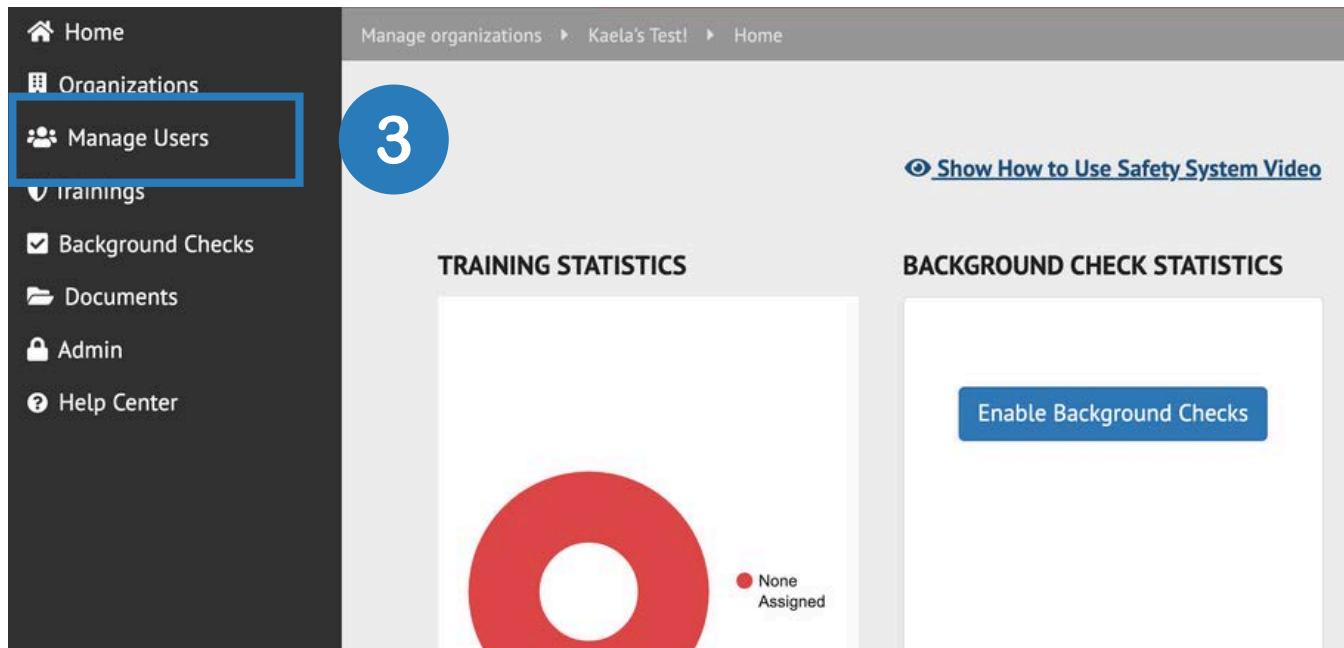
TAG CATEGORIES

Program		
School Year		

Category

Add Category +

# ADD USERS AND SEND TRAINING



Home

Organizations

**Manage Users**

Trainings

Background Checks

Documents

Admin

Help Center

Manage organizations > Kaela's Test! > Home

3

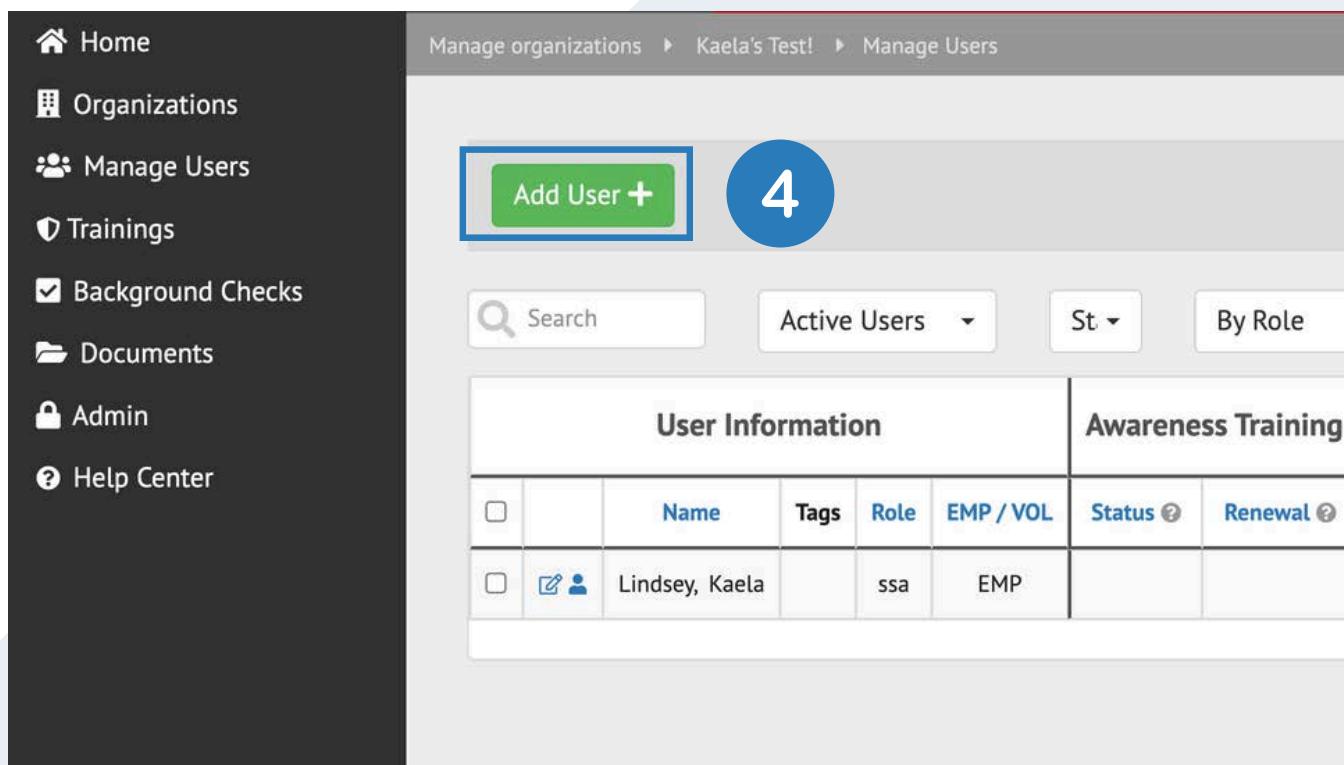
TRAINING STATISTICS

BACKGROUND CHECK STATISTICS

None Assigned

Enable Background Checks

**CLICK 'ADD USER'**



Home

Organizations

Manage Users

Trainings

Background Checks

Documents

Admin

Help Center

Manage organizations > Kaela's Test! > Manage Users

4

Add User +

Search

Active Users

St.

By Role

User Information					Awareness Training		
		Name	Tags	Role	EMP / VOL	Status	Renewal
<input type="checkbox"/>		Lindsey, Kaela	ssa	EMP			

# ADD USERS AND SEND TRAINING

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First name

Last name

Email address

Employee/Volunteer

Select One

Role

Trainee

Tags

- Camp 2020
- Camp 2021
- Nursery
- Preschool
- Staff

Select Awareness Training Videos

- Sexual Abuse Awareness Training
- Sexual Abuse Awareness Training - California
- Sexual Abuse Awareness Training - Camp
- Sexual Abuse Awareness Training - Daycare
- Sexual Abuse Awareness Training - Education
- Sexual Abuse Awareness Training - Youth Ministry

To send other trainings, go to [Trainings](#).

Show additional fields +

- Enter the User's name and email address
- Select the User's status: 'Employee' or 'Volunteer'
- Select the User's role
- Select a Tag and the Training you'd like to send
- Click 'Add User' and repeat the process for the next User

Select Awareness Training Videos

- Sexual Abuse Awareness Training
- Sexual Abuse Awareness Training - California
- Sexual Abuse Awareness Training - Camp
- Sexual Abuse Awareness Training - Daycare
- Sexual Abuse Awareness Training - Education
- Sexual Abuse Awareness Training - Youth Sports

To send other trainings, go to [Trainings](#).

Cancel

Add user

## What happens next?



MinistrySafe will automatically send an email to each Trainee containing a link to the online Training you've chosen. The Trainee simply clicks on the link in the email to access Training.

Sexual Abuse Awareness Training is our foundational Training, about an hour in length. After completing Awareness Training, each Trainee will be prompted to take a short quiz, which is scored online. A score of 70 or better will generate a Certificate of Completion. More comprehensive Trainings are available for a deeper level of understanding, available [here](#).

Once your Trainee has completed the Training quiz, an email containing a Certificate of Completion is sent to the Trainee and the Safety System Administrator. Your online Control Panel will update to reflect Training completion and calculate a renewal date.

If Training is not completed within a reasonable timeframe, check with the Trainee to determine if there is an issue, or simply resend the Training link. You may enable renewal reminders in your Training Settings.

A screenshot of a web-based application interface. At the top, there are three dropdown menus: 'By Tag', 'By Role', and 'By Status'. Below these is a table with four columns: 'Role', 'EMP / VOL', 'Status', and 'Renewal'. The table contains four rows of data. The 'Status' column for the first row is highlighted with a blue border. The data in the table is as follows:

Awareness Training			
Role	EMP / VOL	Status	Renewal
trainee	EMP	✓	09/28/2023
trainee	VOL	✓	07/12/2023
trainee	VOL	✓	01/01/2023
supervisor	EMP	✓	10/10/2022

# FREQUENTLY ASKED QUESTIONS



## How are we billed?

Annual Membership is prepaid for your ministry. For any Training fees, Background Checks, or annual fees in the future, MinistrySafe bills on the first of each month for the previous month's usage.

## How efficient is the email system?

Very efficient! MinistrySafe sends tens of thousands of links per month, and over 95% reach the Trainee the first time.

## Can I send the link to any email address?

Yes, you may send the link to any email, forward it, or copy and paste it. Just remember that the Training link is specific to one Trainee, and THAT Trainee must complete the Training, using their own link.

## Why might a Trainee fail to receive the email?

Incorrect email addresses account for the majority of errors. However, because this is *child sexual abuse* Training, some spam filters send the email to junk or block the email altogether.



## Need help?

Check out our  
[Help Center](#)

## Still need help?

Give us a call,  
send us an email  
or chat!



Hours:  
M-TH 9am-5pm Central  
F 9am-3pm Central



[Support@MinistrySafe.com](mailto:Support@MinistrySafe.com)



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