



## Step-by-Step Guide to Account Setup



---

## Summary of Topics

Creating your Account  
Using your Control Panel  
Frequently Asked Questions



# CREATING YOUR ACCOUNT



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.

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



MinistrySafe Membership

My Information -- Organization Information -- **Billing information**

**BILLING INFORMATION**

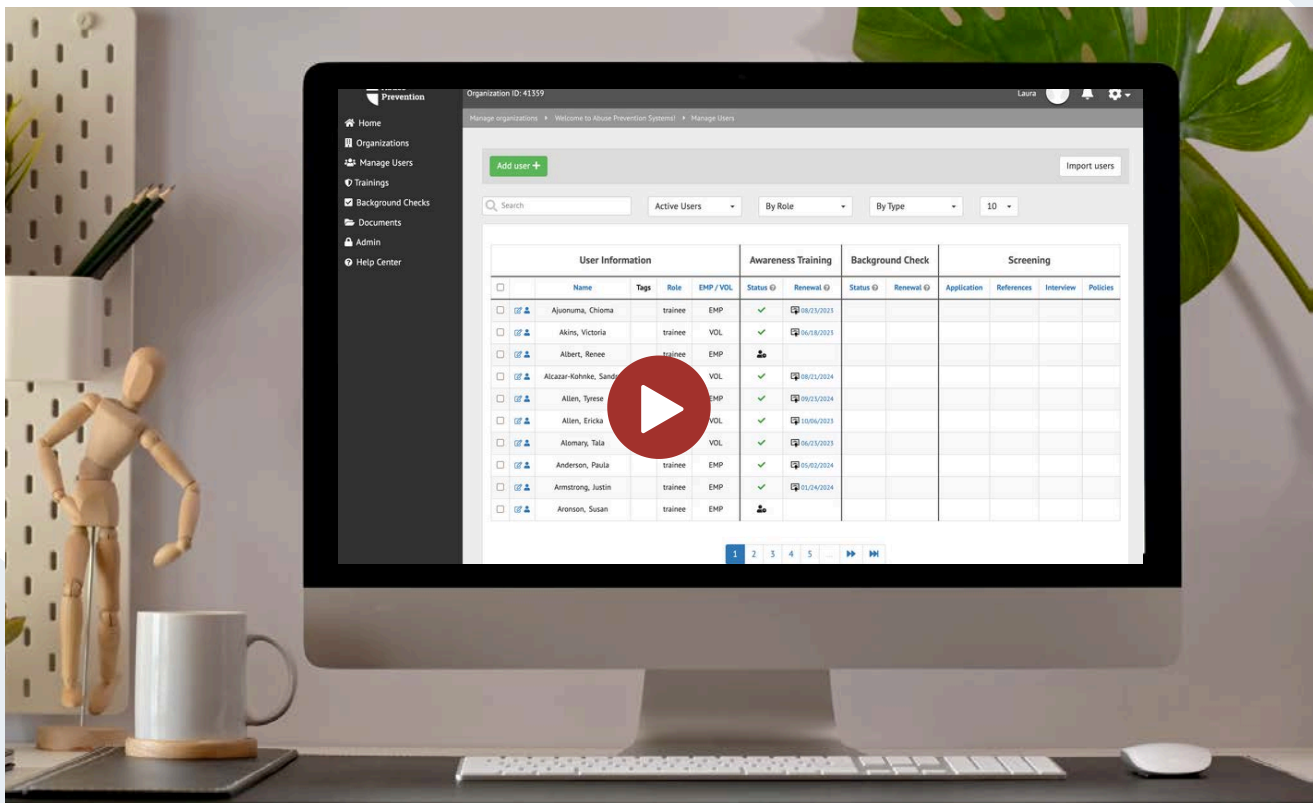
**COUPON CODE**

Enter your code

**KSLCMS**

# USING YOUR CONTROL PANEL

Learn how to Add Users and Send Trainings






## Video Tour

Tour the MinistrySafe Safety System











# CREATE USER TAGS

Melissa   

1













- My account
- Organization information
- Organization settings**
- Back to admin


ers  By Tag  By Role  By Type  50 

			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.

**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

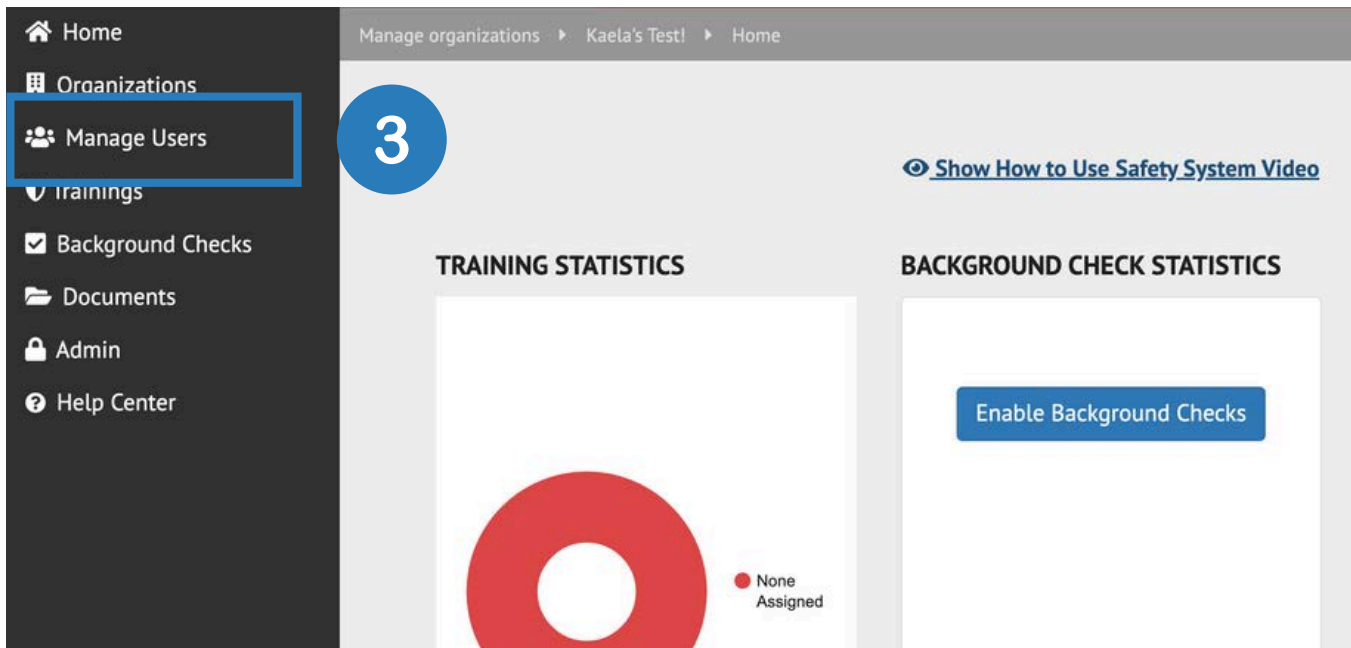
**TAG CATEGORIES**

Program	 
School Year	 

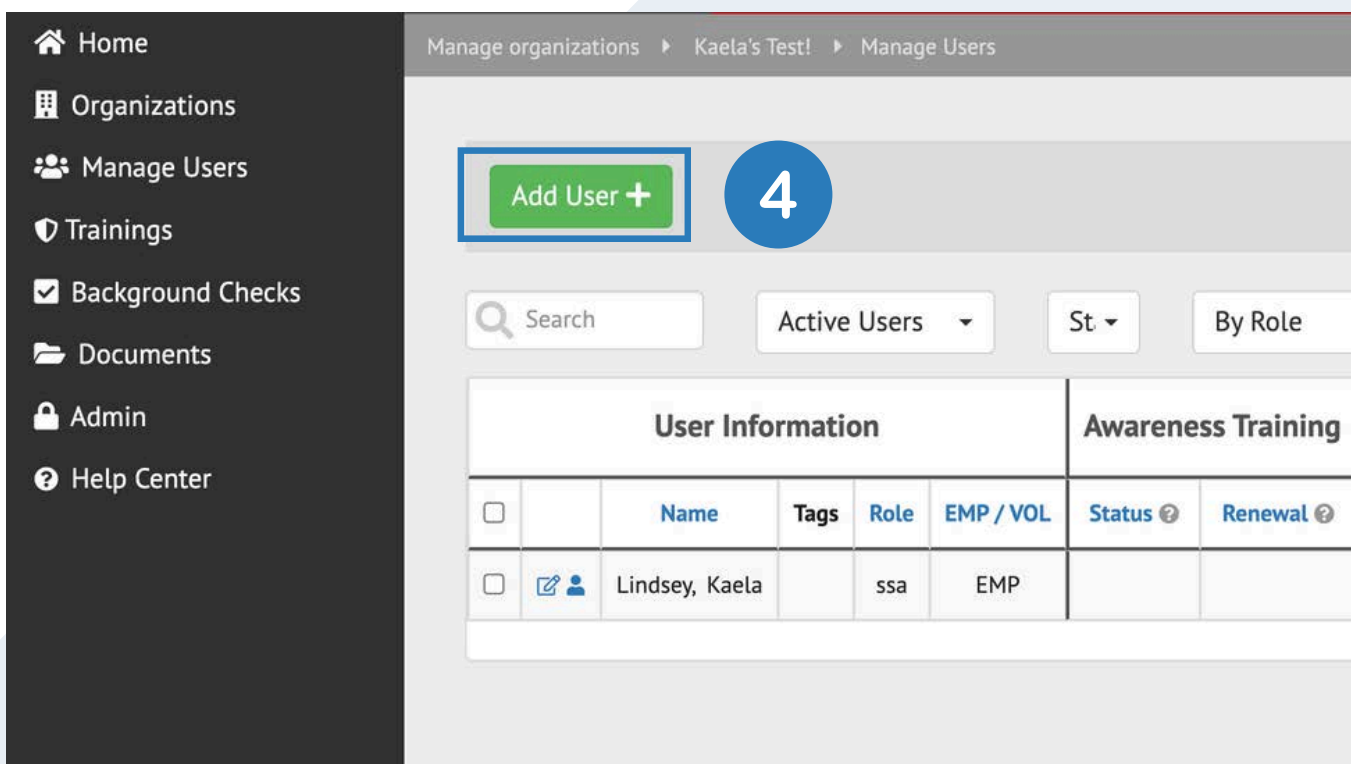
Category

2

# ADD USERS AND SEND TRAINING



## CLICK 'ADD USER'



# ADD USERS AND SEND TRAINING

5

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.

		By Tag	By Role
		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)



817-737-7233