

## Quick Start Guide For Employees and Volunteers

Welcome aboard, *Safeguarding Online*™ Users. Are you ready to learn? Remember, this is training—like a class—so you'll want to create an easy-to-learn-in environment. We have developed some helpful hints to ensure you retain what you learn. Good luck and enjoy your courses!

### 1. Prepare

Set the right conditions for learning. Create an environment with no interruptions, no phone calls, and no distractions—simple as that. Please set aside 30 to 45 minutes for each course so you don't have to hurry. It's important not to rush. Remember, the course will teach you how you can keep those in your care safe, so prepare to concentrate.



### 2. Take your Time

Have patience and enjoy your learning experience. Plan to complete only one or two courses each time so you can get the most out of them. Complete each course from beginning to end. If you stop a course before you finish it, you'll have to start over at the beginning.



### 3. Follow the Orange Arrows

**When** it's time to move to the next page, an orange arrow will appear. Click the orange arrow to move forward. Do not use your Internet browser's forward and back arrows or refresh buttons, or you'll find yourself back at the beginning of the course and you'll have to start over!



### 4. Think About It

Pause and think. Throughout the course, think about how you can apply what you are learning to your own position. This information will teach you how you can keep those in your care safe. We know that with proper concentration you can understand and apply what you learn. When you pass the quiz at the end of the course, you'll earn credit.



### 5. Logon and Begin

Now you're ready to begin the assigned *Safeguarding Online*™ courses. Follow these five steps and you will have a rewarding learning experience!



If you have questions along the way, contact your Diocesan *Safeguarding Online*™ Administrator Rebecca Jones at 303 837 1173 or [rjones@coloradodiocese.org](mailto:rjones@coloradodiocese.org). When taking the online version, if you have any questions about the material (e.g. portions that may bother or upset you), you need to contact your local priest or go to a physical one if the online one does not meet your needs.

