



**Diocese of Salt Lake City
Safe Environment Office**

How to Access the Diocesan Safe Environment On-Line Training

To access the Safe Environment Online Training Course as a volunteer or employee working regularly with minors in your community, follow the steps below. (Talk to your local Director for Safe Environment (DSE) if you do not have access to a computer with an internet connection.)

1. Log onto the diocesan website at www.dioslc.org.
2. Click on “Safe Environment” (found on the right-hand side of the screen).
3. On the Safe Environment screen, click on “Online Training Program.”
3. On the Welcome screen, click the “First Time Users: Register” link on the left-hand side of the screen.
4. On the Login screen, enter your first name, last name, and email address in the spaces provided. (Please note that your email address will only be used to email you your username and password.) If you do not have an email address, type “none” in the email space.
5. In the space for Location, select your parish, school or organization from the drop-down list provided. Check with your local DSE to ensure you select the appropriate Location.
6. In the space for Ministry, select your area of ministry (catechist, coach, youth minister, etc.) from the drop-down list provided.
7. Click the “Register” button.
8. On the Registration Complete screen, take note of your username and password. (These will also be emailed to you.) NOTE: If you do not complete the training in one session, to “return” to complete it, you **must** use the same username you used for initial registration. Otherwise, you will create a duplicate record and will not be able to print your certificate until the multiple records are “merged”.
9. Click the “Proceed” button.
10. Click on “Safe Environment Basic Training” or “Safe Environment Recertification Training.” (The Training Course takes approximately one hour to complete. You can exit the course at any time and your place will be bookmarked for your return.)
11. When you have successfully completed the training, you may print out a Certificate of Completion.