



**DIocese OF SALT LAKE CITY  
SAFE ENVIRONMENT OFFICE**

## **HOW TO ACCESS THE DIOCESAN SAFE ENVIRONMENT ON-LINE TRAINING**

To access one of the Safe Environment training courses, 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 <https://www.dioslc.org/training/login>.
2. On the “Please Sign In” screen, answer the question “Do you have a password for the online training?” as follows:
  - a. If you are signing in as a new user for the first time, and do not have a password, select “No, I’m new here” and enter the required information. If you do not have an e-mail address or prefer not to use your e-mail address for your username, select the “If you do not have an e-mail address, click here” option that is available immediately below the e-mail address block. In either case, make note of your username and password in case you have to return to the training course.
  - b. If you are a returning user and know your password, select the “Yes, I have a password” option and enter username and password in the appropriate block.
  - c. If you have a password, but have forgotten it, select the “Yes, but I forgot my password” option. However, if you have changed your email provider since the last time you logged in (let’s say you’ve switched from msn to g-mail), you will have to sign in as a new user.
3. Once all required information is entered, click the “Submit” button. A page listing the available courses will appear.
4. Click on either “Safe Environment Basic Training” or “Safe Environment Recertification Training” and follow the instructions inside the course to complete the training. If you are unable to complete the training in one session, you may return to complete it, but you **must** use the **same** username and password that you used for initial registration.
5. When you have successfully completed the training, **print out** the Certificate of Completion and retain a copy for your records – valid for three years. (*The local Director does not have access to a certificate.*)
6. Give a Certificate copy to the local Director of Safe Environment.

**Note: Safe Environment training must be completed every three years.**