

**Safeguarding God's Children training** program is a requirement of the Episcopal Church for anyone working with or in the vicinity of children. **You must complete this online training at least 5 days prior to your first work day with us.** It is an online course and you must turn in a certificate listing all trainings completed to us. It can be accessed as follows:

1. Go to [website.PraesidiumInc.com/EnrollNow](http://website.PraesidiumInc.com/EnrollNow)
2. Enter the registration code: **edola504**
3. Fill out the form.
  - a) Choose **"St. Anna's Episcopal Church (New Orleans)"** as ORGANIZATION
  - b) Choose **"Volunteer"** as EMPLOYEE TYPE
  - c) Choose **"No"** as FULL-TIME EMPLOYEE?
  - d) Choose **"Before/After Care Staff at a School"** as USER POSITION
4. Print the page or write down your user login and password for future reference.
5. Click "CLICK HERE TO ENROLL"
6. To begin taking training immediately, click the link provided.
  - a) If you cannot complete all at one sitting you can return by going to the login screen later at [website.PraesidiumInc.com/LoginNow](http://website.PraesidiumInc.com/LoginNow)

**NOTE: There are 4 sections you need to complete --** These should be listed on the left side of welcome screen once logged in.

"Meet Sam"

"It Happened to Me"

"Keeping Your School Safe"

"Know Your Policies"

There may be a 5th section, Social Media

7. When you are finished taking **ALL** of the courses, click "VIEW CERTIFICATE", confirm all sections are listed; **Email yourself the certificate then forward** that email to [Diana@stannanola.org](mailto:Diana@stannanola.org) .