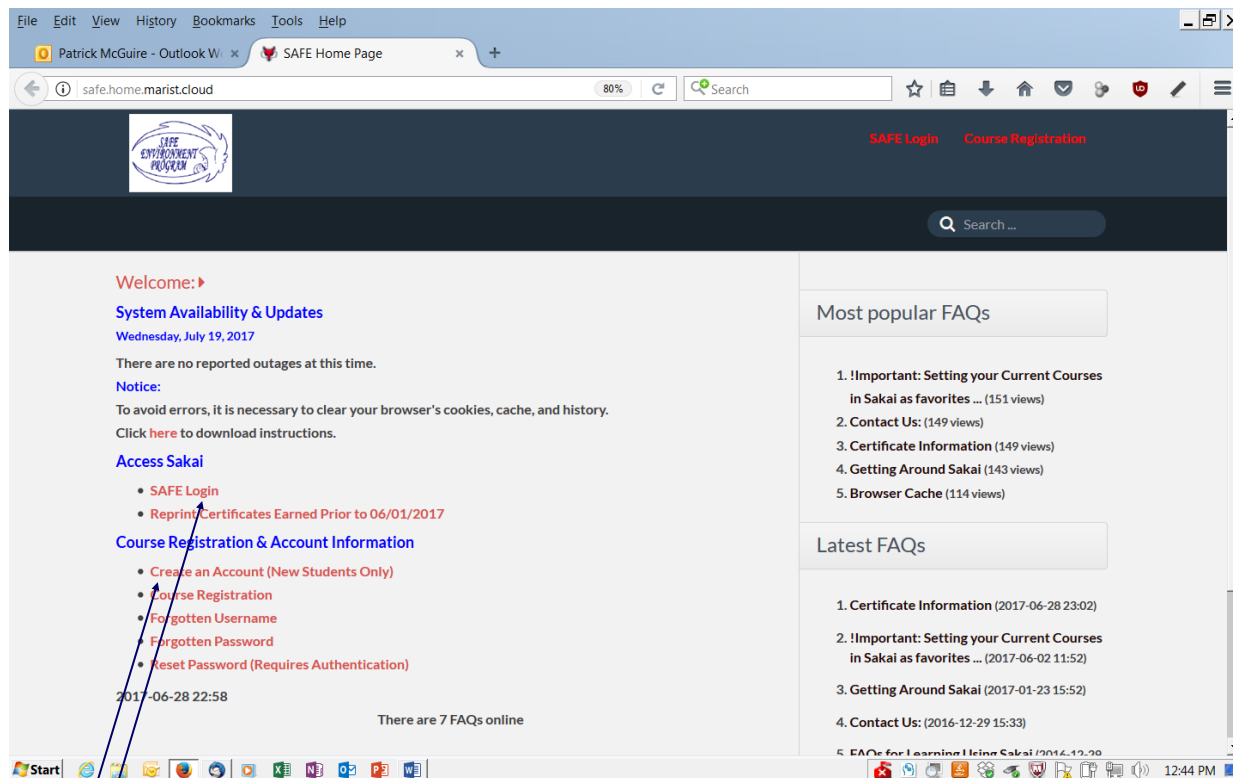


Instructions for registering for the Archdiocese of New York's Safe Environment online training modules (Safer Spaces Online)

When you are ready, go online to the website and we can begin.

<http://safe.home.marist.cloud/>

The first screen you see will look like this:



- If you are new user and need to register for the site, click “Create an Account”. The rest of this instruction sheet will walk you through the registration process.
- If you have already registered, click “Safe Login” to be taken directly to the learning module.
- If you are already registered for online training with the Archdiocesan Catechetical Program, click “Safe Login”, and log in with the username and password you selected before. Be aware however, that upon logging in, you will be required to add some additional details to your user profile to fulfill records requirements for the Safe Environment Program. You will only need to do this once and will be able to log in as usual from that point on.

- After you have entered your information and clicked submit, you will be taken to a log-in screen.
- Your username will be ***yourfirstname.yourlastname***. (Don’t forget the “dot” between your-names.)
- You will have already selected your password.
- Go ahead and log in.

You will see the screen below. Choose an answer for the question based on the list provided.
Most people registering for this course will answer no.

File Edit View History Bookmarks Tools Help

Patrick McGuire - Outlook W x SAFE Home Page x Create an Account x +

https://iecho.sis.marist.cloud/ssAccount/register/safe

SAFE ENVIRONMENT PROGRAM

Required
Please fill out all of the required information below to create your user account.

Are you a:

- ☐ Teacher (employee at a Catholic school; not at Religious Education)
- ☐ Teacher's Aide (employee at a Catholic school; not volunteer; not at Religious Education)
- ☐ DRE /CRE (Directors or coordinators of Religious Education; employees AND volunteers)
- ☐ Guidance counselor
- ☐ Youth Minister (employee, not volunteer)
- ☐ Social Worker
- ☐ Priest
- ☐ Seminarian
- ☐ Deacon
- ☐ Candidate for the Permanent Diaconate
- ☐ Principal or Dean
- ☐ Assistant Principal or Dean

☐ Yes ☒ No

Start

12:45 PM

If you answered "No", you will now be able to scroll down and fill in you information.

File Edit View History Bookmarks Tools Help

Patrick McGuire - Outlook W x SAFE Home Page x Create an Account x +

https://iecho.sis.marist.cloud/ssAccount/register/safe

☐ Yes ☒ No

Prefix (e.g. Mr, Mrs)

First Name*

Middle Name

Last Name*

Other Name (e.g. Maiden or Religious name)

Suffix (e.g. Jr.)

Start

12:46 PM

Whenever you encounter a button (For example, “Find an Institution.”) or a line with a phrase (For example, “Select a Position”) requesting information (see arrows), simply click on the phrase for a drop-down menu to select from. When you are finished, Click “Submit”.

File Edit View History Bookmarks Tools Help

Patrick McGuire - Outlook W x SAFE Home Page x Create an Account x +

https://iecho.sis.marist.cloud/ssAccount/register/safe

Institution
No Institution Selected

Find an Institution

Select a Position
Position*

Phone*

Email*

Password (min 6 character)*

Confirm Password (must match)*

Submit

You will see the screen below next, Enter your username (FirstName.LastName) and the password you created earlier, then click “LOGIN” to be taken to the learning module.

File Edit View History Bookmarks Tools Help

Patrick McGuire - Outlook W x SAFE Home Page x CAS - Central Authentication x +

https://login.archivy.geminiodyssey.org/cas/login?service=http%3A%2F%2Fiecho.sis.marist

Please Log In

Enter your Username and Password

Username:
Testy.June-2017

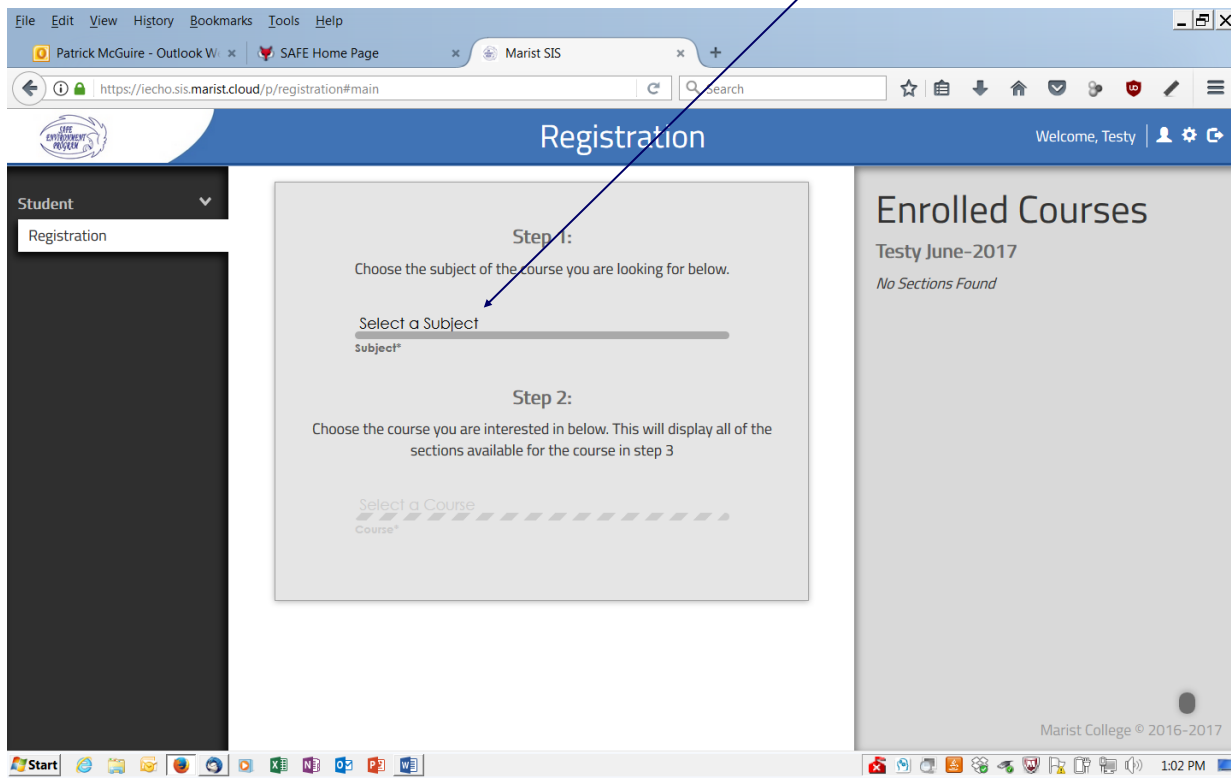
Password:
.....

LOGIN CLEAR

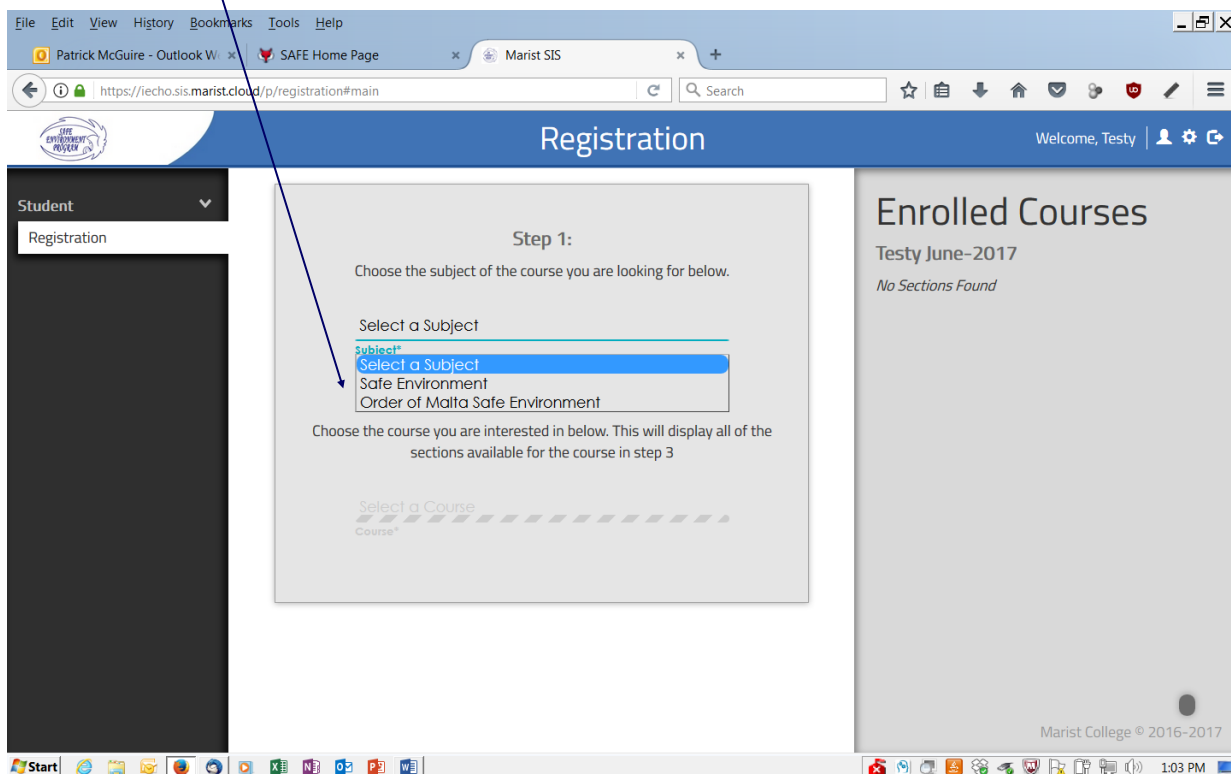
For security reasons, please Log Out and Exit your web browser when you are done.

Powered by [Jasig-CAS](#)

It's time to select your course. Click on the phrase "Select a Subject".....



....to open a drop-down menu. Select the organization that has asked you to complete Safer Spaces. For demonstration purposes, we will go with "Order of Malta", but the instructions are the same if you select "Safe Environment" for the Archdiocese.



Next, click “Select a Course” to open a drop-down menu. Typically, there is only one option, but be certain that the year is correct. (When this sheet was constructed, it was 2017.)

The screenshot shows the Marist SIS Registration page. The browser address bar displays <https://iecho.sis.marist.cloud/p/registration#main>. The page has a blue header with the title "Registration" and a user greeting "Welcome, Testy". On the left, a sidebar shows "Student" and "Registration". The main content area is divided into two columns. The left column contains "Step 1: Choose the subject of the course you are looking for below." with a text input field containing "Order of Malta Safe Environment" and a "Subject*" label. Below this is "Step 2: Choose the course you are interested in below. This will display all of the sections available for the course in step 3." with a "Select a Course" label and a dropdown menu. The dropdown menu is open, showing "Select a Course" and "OMSS 2017 - 2017 Order of Malta Safer Spaces". The right column is titled "Enrolled Courses" and shows "Testy June-2017" with "No Sections Found". The footer of the page says "Marist College © 2016-2017".

You can now scroll further down to review your course selection. If it looks correct, click “Register.”

NOW, you must be patient for a moment while the registration completes. DO NOT hit that green “Registration” button more than once! It may take a moment to complete, but when it does.....

The screenshot shows the Marist SIS Registration page after scrolling down. The browser address bar displays <https://iecho.sis.marist.cloud/p/registration#main>. The page has a blue header with the title "Registration" and a user greeting "Welcome, Testy". On the left, a sidebar shows "Student" and "Registration". The main content area is divided into two columns. The left column contains "Step 2: Choose the course you are interested in below. This will display all of the sections available for the course in step 3." with a text input field containing "OMSS 2017 - 2017 Order of Malta Safer Spaces" and a "Course*" label. Below this is "Step 3: Choose the course section below. This will enroll you in the course and it will appear in the Enrolled Courses section on the right. If the course has started you can use the “Enter Classroom” link to go to the class." with a text input field containing "Section: 2017 - OMSS 2017 - Patrick McGuire" and a "167" label. Below the input field is a green "Register" button. The right column is titled "Enrolled Courses" and shows "Testy June-2017" with "No Sections Found". The footer of the page says "Marist College © 2016-2017".

.....your new classroom will appear on the right. Congratulations! You are now registered, and you have options. You can go straight to your module now by clicking the “Enter Classroom” link, or you can log out and come back later. (Refer to page one if your forget the address and click “SAFE Login” when you get there.

Registration

Welcome, Testy

Student

Registration

Order of Malta Safe Environment

Subject*

Step 2:

Choose the course you are interested in below. This will display all of the sections available for the course in step 3

OMSS 2017 - 2017 Order of Malta Safer Spaces

Course*

OMSS 2017 - 2017 Order of Malta Safer Spaces

Step 3:

Choose the course section below. This will enroll you in the course and it will appear in the Enrolled Courses section on the right. If the course has started you can use the "Enter Classroom" link to go to the class.

Section: 2017 - OMSS 2017 - Patrick McGuire

167

Register

Enrolled Courses

Testy June-2017

OMSS 2017

2017 - OMSS 2017 - Patrick McGuire

167

Enrolled on: 7/19/2017

Enter Classroom

Marist College © 2016-2017

Here at last is the course ‘proper’. You may want to take a look at the site tutorial or close it and move on. Take a look at the Welcome message.

Sakai

Home

SAFE_Order of Malta_OMSS 2017_OMSS 2017_2017 2017

Sites

Testy

SAFE_Order of Malta_OMSS 2017_OMSS 2017_2017 2017 > OVERVIEW

RECENT ANNOUNCEMENTS

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Announcements

(viewing announcements from the last 10 days)

Welcome!

(John Digilio (Admin) - May 31, 2017 10:15 am)

Welcome to the Order of Malta Online Environment!

The "Safer Spaces Learning Module" provided here is designed by the Archdiocese of New York to build and maintain safe environments for the children in our care as well as our staff and volunteers.

First and foremost, we want to humbly thank you for your care,

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Next

PUBLISH (PRIVATE)

LINK

HELP

LINK

HELP

After closing the tutorial, the course becomes self-directing by giving instructions on each page.
See that red sentence at the end of the welcome?

File Edit View History Bookmarks Tools Help

Patrick McGuire - Outlook W x SAFE Home Page x Sakai : SAFE_Order of Malta x

https://sakai.marist.cloud/portal/site/89c422d9-fae8-447b-a84b-59bfa2d0f4e4#

Sakai Spaces

Gradebook

Certificate

Help

Announcements

(viewing announcements from the last 10 days)

[New in Forums](#) none

Welcome!
(John Digilio (Admin) - May 31, 2017 10:15 am)

Welcome to the Order of Malta Online Learning Environment!

The "Safer Spaces Learning Module" provided here is designed by the Archdiocese of New York to build and maintain safe environments for the children in our care as well as our staff and volunteers.

First and foremost, we want to humbly thank you for your care, commitment, and dedication to the children in our community. May our Lord bless you abundantly in your ministries!

When you are ready to begin, click "Safer Spaces" to the left and follow the instructions.

CALENDAR

[LINK](#) [HELP](#)

OPTIONS PUBLISH (PRIVATE)

July 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Click the "Safer Spaces" tab on the left, and you are off and running. Just be sure to follow the instructions on each page.

Thank you for taking the time to complete the module and more importantly, for your ministry to our children!

Good luck and God Bless!

File Edit View History Bookmarks Tools Help

Patrick McGuire - Outlook W x SAFE Home Page x Sakai : SAFE_Order of Malta x

https://sakai.marist.cloud/portal/site/89c422d9-fae8-447b-a84b-59bfa2d0f4e4/tool/ifa37c

Sakai

Home

SAFE_Order of Malta_OMSS 2017_OMSS 2017_2017 2017

Sites

Testy

SAFE_Order of Malta_OMSS 2017_OMSS 2017_2017 2017 > **SAFER SPACES** [Next](#)

«

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Safer Spaces Online Learning Module

This module is meant for use by volunteers and staff as directed by the Order of Malta. If you are not a member of the Order or have not been directed by them to fulfill this training requirement, please log out and contact your administrator for the correct course of action to follow.

When you are ready to proceed, please click the button below or "NEXT".

Safer Spaces Pg 1

[NEXT](#)