Instructions for using the Safe Environment’s training resources online

- The website address is:
  - http://home-safe.geminiodyssey.org

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

- The first screen you see will look like the illustration below:

![Safe Environment Program Web Portal](image)

In the section marked “Account Information”:
- If you are new user and need to register for the site, click “Create an Account”.
- If you have already registered, click “Safe Login”.
- 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 two names.)
- You will have already selected your password.
- Go ahead and log in.
You will see the screen below. Click “Register for classes” if you have not already enrolled in a course you need to take.

In Step 1, click “Safe Environment”.

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Click the subject of the course you are enrolling in. This will display the courses available for the subject. In Step 2, you can change subjects at any time. Changing the subject will change the courses available in Step 2. Change the subject will change the courses available for the selected subject.

1. SUBJECT
   Safe Environment

You are not currently enrolled in any course.

Year Enrollment Requests
No enrollment requests found.
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In step 2, click “Safer Spaces”

In Step 3, click choose your language. (English only for now, but the program will be available in Spanish in the future.)
Click the button that says “Enroll into selected courses”.

- The screen will now show “Your Current Enrollments”; either Safer Spaces or Order of Malta.
- As noted on the screen, it may take up to fifteen minutes for your registration to process.
- Log out for fifteen minutes then return to the original web address and log in again.
You are now registered for the course, and it is time to get started.

Click “Safe Login”.

Welcome to your “Workspace”. From here you can go directly to your course by clicking the Quicklink in the dark red bar. If you are enrolled in more than one course, you can choose among them by click the “My Sites” link at the other end of the red bar.
Now you are in the actual Safer Spaces Module page.

To begin, click “Lessons” in the left-hand column.

Here at last is the course ‘proper’.

From this point, you will be moving between the left column selections and the outline in blue below.

To start the first lesson, click “Safer Spaces-Revised April 2013”. After that, simply follow all instructions as they appear.