

SAFE ENVIRONMENT TRAINING INSTRUCTIONS



The Diocese of Great Falls-Billings


121 23rd Street South
Great Falls, MT 59401
406-727-6683, x110

Step 1

Go to the safe environment training web site:

<https://diocesegfb.safeenvironment.org>

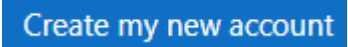
Step 2

Click the  button to register.

Step 3

Complete ALL information of the registration page.

Step 4

Click the  button to create your account.

Step 5

Click the “Continue” button to confirm your account and enter the training site.

- a) Complete the questionnaire for the background check.
- b) Immediately begin the training for the first course, *Recognizing Child Abuse*.

TIPS

ONE account per person.

You will NEVER need to create a second account!

Training works on computers, tablets, and smartphones.

Training website is for ADULT learners only.

Renew your *Training Certificate* once a year.

Renew your *Background Check* every 5 (five) years.

Need help? You may contact:

- Your church or school SEC
- Tech Support:
“Click” for live help or,
(888)804-9643
- Diocesan SEC: 727-6683
Safe Environment Coordinator

*Safe Environment training is **required** for clergy, employees, parish and/or school volunteers with access to children and vulnerable adults, and ALL school educators, school employees and volunteers.

***Mandatory Reporters** in Montana include teachers, clergy, childcare workers, police officers.