PRAESIDIUM ACADEMY

Praesidium Academy Quick Start Guide

Welcome to Praesidium Academy! Below, you will find instructions for enrolling and logging in to training. If you have any questions, please contact our Support Team at support@praesidiuminc.com or 817-801-7773.

To Enroll:
1. Go to https://www.praesidiumacademy.com/redeem
2. Fill in your contact information including First Name, Last Name, Email Address, and desired Password.
3. Enter the registration code for your organization: **reg-episdiochicago-708-christopheroakpark**
4. Click **Validate** to confirm registration code.
5. Click the checkbox to agree to the Terms & Conditions.
6. Click **Redeem.**
7. Write down your user login and password for future reference.
8. Answer the **Registration Questions** about your status and role within the organization.
9. Click **Save & Continue.**
10. To begin taking training immediately, scroll down and click a course to start the content.

REQUIRED courses to complete (all required course titles begin *Safe Church Safe Communities* followed by the descriptors below. Other courses are available but not required for certification):

Universal Training Courses
Intro & Theological Background
Organizational Rules & Policies
Healthy Boundaries
Inclusion

Specialty Training Courses
Abuse & Neglect
Power & Relationships
Pastoral Relationships
Bullying

Leadership Role	Universal Training	Specialty Training
Key Holders	X	
Youth who work with children or have leadership roles in the church	X	
Clergy	X	X
Paid Church Staff	X	X
Lay Pastoral Roles	X	X
Lay Leadership Roles	X	X
Elected Positions	X	X
Adults (18 years and up) who work with children and youth	X	X

If you have any questions about which courses to complete, or who is required to complete Safe Church training, please contact Rebecca Elfring-Roberts, rroberts@episcopalchicago.org.

Individuals are also required to review the related *Policy for the Protection of Children and Youth* and *Policy for the Protection of Vulnerable Adults* and sign the coordinating Policy and Code of Conduct Acknowledgements to be kept on file.