

SAFEGUARDING ESSENTIALS ONLINE TRAINING FOR VOLUNTEERS

www.safeguarding.melbournecatholic.org

STEP 1: ON THE RIGHT OF THE FIRST SCREEN IS THE LOGIN / REGISTER BOX

ENTER YOUR WORKING WITH CHILDREN CARD NUMBER AND THEN CLICK ON "EMAIL MY"

STEP 2: FIRST TIME USER REGISTRATION

ENTER YOUR SURNAME AND THE EXPIRY DATE OF YOUR WORKING WITH CHILDREN CARD THEN CLICK ON "CHECK CARD DETAILS"

STEP 3: ADD YOUR PARISH, NAME, EMAIL

CLICK ON THE ARROW IN THE FIRST BOX TO SELECT 'QUEENSCLIFF PARISH'

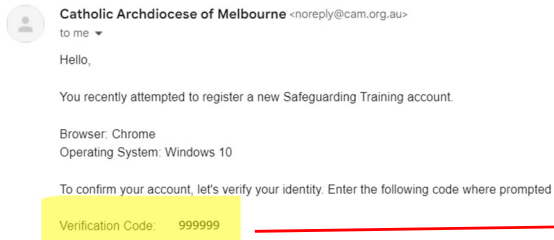
THEN TYPE IN YOUR FIRST NAME, MIDDLE NAME, LAST NAME AND EMAIL ADDRESS

THEN CLICK "EMAIL MY VERIFICATION CODE"

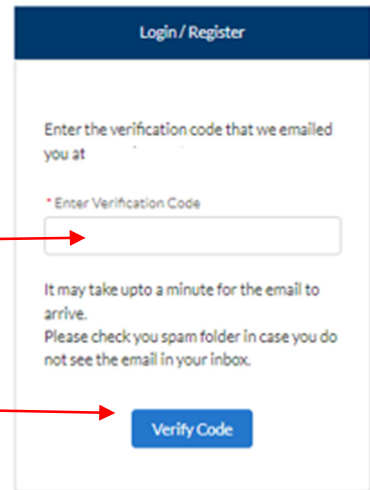
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STEP 4: CHECK YOUR EMAIL FOR AN EMAIL FROM THE CATHOLIC ARCHDIOCESE OF MELBOURNE

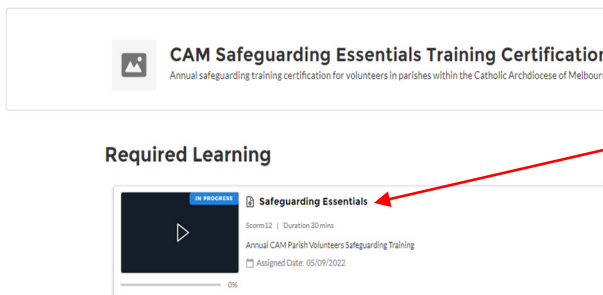
Verify your new account in Safeguarding Training >



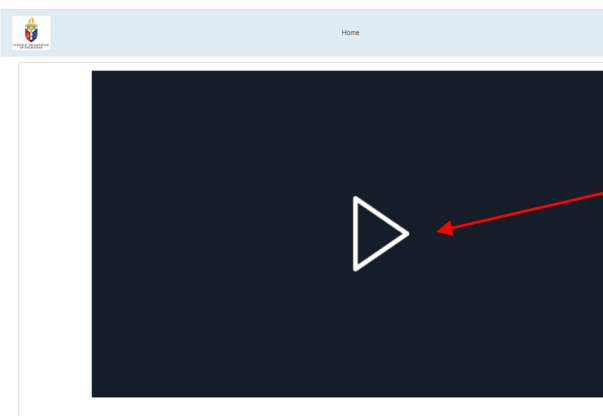
ENTER THE 6 DIGIT VERIFICATION NUMBER FROM THE EMAIL AND THEN CLICK "VERIFY CODE"



STEP 5: YOU ARE NOW REGISTERED AND CAN VIEW THE TRAINING VIDEO



SELECT SAFEGUARDING ESSENTIALS



CLICK ON PLAY