

# Safeguarding Online Quick Start Guide



Welcome to Safeguarding Online. Below you will find instructions for enrolling and logging in to training as well as helpful hints to ensure you retain the information presented in the courses. If you have any questions along the way, contact your Safeguarding Online Administrator or Praesidium technical support at [Support@PraesidiumInc.com](mailto:Support@PraesidiumInc.com) or 817-801-7773.

## To Enroll:

1. Go to [www.SafeguardingOnline.org/enroll](http://www.SafeguardingOnline.org/enroll)
2. Enter the registration code: **diome207**
3. Fill out the form and click the link to enroll. Be sure to select the correct organization or location in the organization drop down.
4. Print the page or write down your user login and password for future reference.
5. To begin taking training immediately, click the first link or follow the instructions to the right to login later.

## To Begin Training:

1. Go to [www.SafeguardingOnline.org](http://www.SafeguardingOnline.org)
2. Click the link at the bottom of the page
3. Enter your user login and password.
4. Click on the title of the course to begin.



### 1. Right Place, Right Time

Set the right conditions for learning. Create an environment with no interruptions, no phone calls, and no distractions. Set aside 30-45 minutes for each course so

you do not have to hurry.



### 2. Take Your Time

Have patience and take your time. Read carefully to make sure you fully understand the content. Rather than rushing through the training, plan to complete only one or two courses each

time you login so you can really absorb what you've learned. Complete each course from beginning to end in one sitting. If you stop a course before you finish it, you'll have to start over at the beginning of the section where you left off.



### 3. Follow the Orange Arrows

When it's time to move to the next page, an orange arrow will appear. Click the orange arrow to move forward. Do not use your browser's forward and back arrows or refresh buttons, or you'll find yourself back at the beginning of the course!



### 4. Think About It

Finally, pause and think about what you are learning. Throughout the course, think about how you can apply what you are learning to your own position. We know that with proper concentration you can understand and apply what you learn. When you pass the quiz at the end of the course, you will earn credit.