Please complete ONLINE training classes before you start employment. Once completed print certificate and give a copy to Sarah Foret or email PDF to forets@ehsbr.org

##### ***Protecting God’s Children***

### ·       **How do I enroll in training?**

1. Go to [**https://www.praesidiumacademy.com/redeem**](https://www.praesidiumacademy.com/redeem)
2. Fill in your contact information including First Name, Last Name, Email Address, and desired Password.
3. Enter the appropriate registration code for your organization (Please contact your organization’s Safe Church Minister or contact the Rev. Allison C. Reid at **areid@edola.org**) reg-episdiola-225-epishsbatonrougeschool
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.

### **How do I begin training?**

1. Go to [**www.praesidiumacademy.com/learn**](https://www.praesidiumacademy.com/learn)
2. Enter your user login and password.
3. Scroll down and click a course to start the content.

You will have to completed 5 courses

* “Your Policies”
* “Abuse and Neglect”
* “Keeping Your School Safe”
* “Safeguarding God’s People: Preventing Sexual Harassment for Workers”
* “Social Media Safety”

