Safe Church / Safe Communities Quick Info

Steps to follow if you wish to sign up / begin your Safeguarding Online Training on the Praesidium Academy Website.

- 1. E-mail the Safeguarding Online Administrator assigned to your parish.
- 2. Your designated church Administrator will facilitate your access Praesidium Academy by generating an "invitation e-mail" which will be sent to you from donotreply@praesidiuminc.com.
- 3. Fill in the required information (including your desired password).
- 4. Click Accept Invite.
- 5. You will be redirected to the login screen please log in with your e-mail address and the password you just created.
- 6. You can now proceed to find and complete the required modules.

If you wish to log back into the Praesidium Academy Website:

- 1. Go to https://www.praesidiumacademy.com/
- 2. Click on "Sign In"
- 3. Enter in your email address and your password and click "Sign In"

Steps to follow if you have forgotten your password for the Praesidium Academy Website.

- 1. Click https://www.praesidiumacademy.com/learn
- 2. Click on forgot password?
- 3. Enter in the e-mail address associated with your Academy account.
- 4. Click the blue Reset Password button.
- 5. Check your e-mail.
- 6. Click the link inside of your e-mail to set a new password for your Academy account.