# Access Code Enrolment into Safe Ministry Training

## Safe Ministry Induction $35

*Please note: There is no immediate payment with this course, parishes will be invoiced monthly by the Diocesan Office. Please check with your Parish Office regarding payment.*

Click on the link below, or type the following address into your web browser: https://www.openlearning.com/courses/smr-training-anglican

# Signing up to OpenLearning.com

Once you enter the course URL into your browser you will be directed to the JOIN NOW page.



1. Click the **JOIN NOW** button.



2. **Sign up** as a learner with Openlearning.com (Remember to record your password somewhere!)
Click '**Get started**'.

Code provided by your



3. Select your class.
It is the '**Private class (access code required)**'.

4 Enter the Course Access Parish. Click '**Apply**'.

You will need to obtain the access code from your Parish.

5 Click **Join**.

6. Complete the Enrolment Information

FOR GROUP FACILITATORS Remember to add the names of **all people** who are present at your group session for the course.

7. Click '**Join**' the course.



### Enrolment Information

Thanks for your interest in ADOM Safe Ministry Essentials Level 1! We just need a few extra details from you before you can join...

* Indicates a required field

| | |
|---|---|
| Name of Parish* | |
| Suburb/Township* | |
| For group facilitated sessions, provide name and email address of group facilitator | |

# Inside the course
# 1.Homepage



The menu tabs on the left side allow you to switch between the sections of the course.

The 'Your Progress' bar tracks your progress through the course. When 100% complete, you can download your certificate.

# 2. Automatic saving & tracking of progress

You are able to exit the course, and re-enter as many times as you like, using your email address and password. When you exit, your progress will be saved, so that you can pick up where you left off.

# 3. Modules and Activities

Now you are ready to begin.

Use the 'Modules and Activities' tab on the left hand side of the screen to navigate your way through the course. To complete the course, please watch all the videos and complete all the activities.
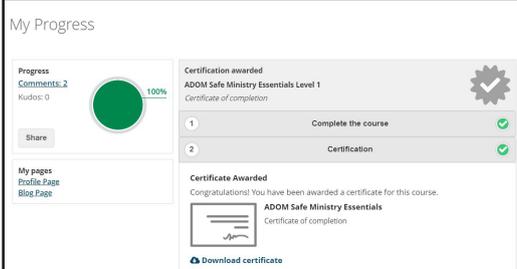


# 4. Completion

Once completed, double click on 'You are Awesome!' in the progress bar to open your progress page.





Click 'download' to get your certificate. The certificate is also emailed to you.

FOR GROUP FACILITATORS
Please email the course certificate along with a list of the names of all people who attended the course to your Parish.

If you require any assistance, email etraining@safercommunities.net.au