

2023-2024 Adult Education Refresher Course: Protecting Vulnerable Adults



Instructions:

The 2023-2024 Refresher Course is once again being provided through the **Compass Abuse Prevention Services Safe Environment Training Program.** All volunteers, employees, religious and clergy should complete the annual refresher course by following the instructions below.

Pre-requisite: Diocesan Initial Child Protection Policy Training or Protecting Children in the 21st Century

- ✓ The program is approximately a 30-minute, self-paced interactive training.
- ✓ The site is accessible anytime and on almost all computers, mobile devices, and internet connections.
- ✓ If you have any tech support questions or need assistance there is a button at the *top right corner of almost every screen* where you can get assistance from a technical support representative.



✓ You may also contact Technical Support by calling toll-free: 618-312-7727.

To access the website, go to: https://diobelle.safeenvironment.org

- Returning User: Log into your profile from last year and proceed to step 2. Did you forget your username and password? No Problem! There are three ways you can get your information:
 - ✓ Call Technical Support toll-free at 618-312-7727, or
 - Click on the "Forgotten your username or password?" link and enter the email address used when you registered, or
 - ✓ Click on the LIVE HELP button in the upper right corner of the website.



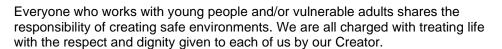
IMPORTANT: Please do not create another profile, as this will create duplicate records for you and may result in inaccurate reporting of your training completion requirement.

Or

- New to the Compass Abuse Prevention Services Safe Environment Training Program. Create a user profile via the right side of the screen on the training website. Important: Be sure to save your username and password, so you can return to the website for resources or future training programs. Use your LEGAL NAME in your profile.
- Complete the "2023-2024: Protecting Vulnerable Adults" course online at your convenience.

Review the course, and complete the rest of the steps:

- ✓ Complete the 10-question quiz.
- ✓ Review and Print the Safe Environment Contact Card.
- ✓ Certificate (review the Code of Conduct, click the checkbox to agree).
- 3. Your certificate will be automatically emailed to the Location Coordinator at your location. You may also print your certificate and/or save it to your computer.



Thank you for taking the time to complete this important training.

