

Safe & Sacred Program of the Diocese of Lincoln

Instructions for on-line training of **STAFF & VOLUNTEERS**

All volunteers, staff, religious and clergy must complete the Diocesan Safe and Sacred Program training through the **Safe & Sacred™ Environment Training Program**.

- † The program is designed to be respectful of the topic and your time. It should only take about 30 – 60 minutes to complete.
- † The site is accessible anytime and on almost all computers and Internet connections.
- † If you have any questions or problems there is a button at the **top right corner of almost every screen** where there is a “live” person waiting to answer your questions.
- † You may also contact Technical Support by calling toll-free: 888-804-9643.



It is as easy as...

1. **Create a user profile at the training web site:** <https://safeandsacred-lincoln.org>
Important: Be sure to save your user name and password, so you can return to the website for future training programs.
2. **Complete the “Recognizing Child Abuse” course online.**
Be sure to read the instructions and complete all of the steps:
 - *Review the training program.*
 - *Complete the 10 question quiz.*
 - *Review the Code of Conduct.*
 - *Complete the Make the Commitment activity.*
 - *Print the Contact Card.*
3. **Print and hand in your Certificate of Completion to the Local Safe & Sacred Program Coordinator at your location.** You may also email your certificate from the site to the email address of the local program coordinator listed below:

Wendy Guzman de Cruz Wendy-GuzmandeCruz@cdolinc.net

Everyone who works with young people and/or vulnerable adults shares the responsibility of providing safe environments. We are all charged with treating life with the respect and dignity given to each of us by our Creator.

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

