ACCESSING AND USING THE MINISTRYSAFE SYSTEM

Tips for you and your team

As a requirement of the North Wisconsin District of the Lutheran Church Missouri Synod, each school must have a consistent and comprehensive abuse prevention safety system; MinistrySafe is our official safety system provider. The North Wisconsin District LCMS is providing each entity with access to MinistrySafe at no cost to you. It is the responsibility of each North Wisconsin District school to access its unique MinistrySafe online Control Panel and provide the online Sexual Abuse Awareness Training to all staff members and volunteers who work with children or vulnerable populations.

In addition to training, there are other online resources available to each NWD LCMS school – sample policy forms, screening forms, helpful articles and more. The following are commonly asked questions about accessing and using the MinistrySafe system.

Summary of Topics

Accessing your Account

Using your Control Panel

Creating a Usage Report

Frequently Asked Questions

ACCESSING YOUR ACCOUNT

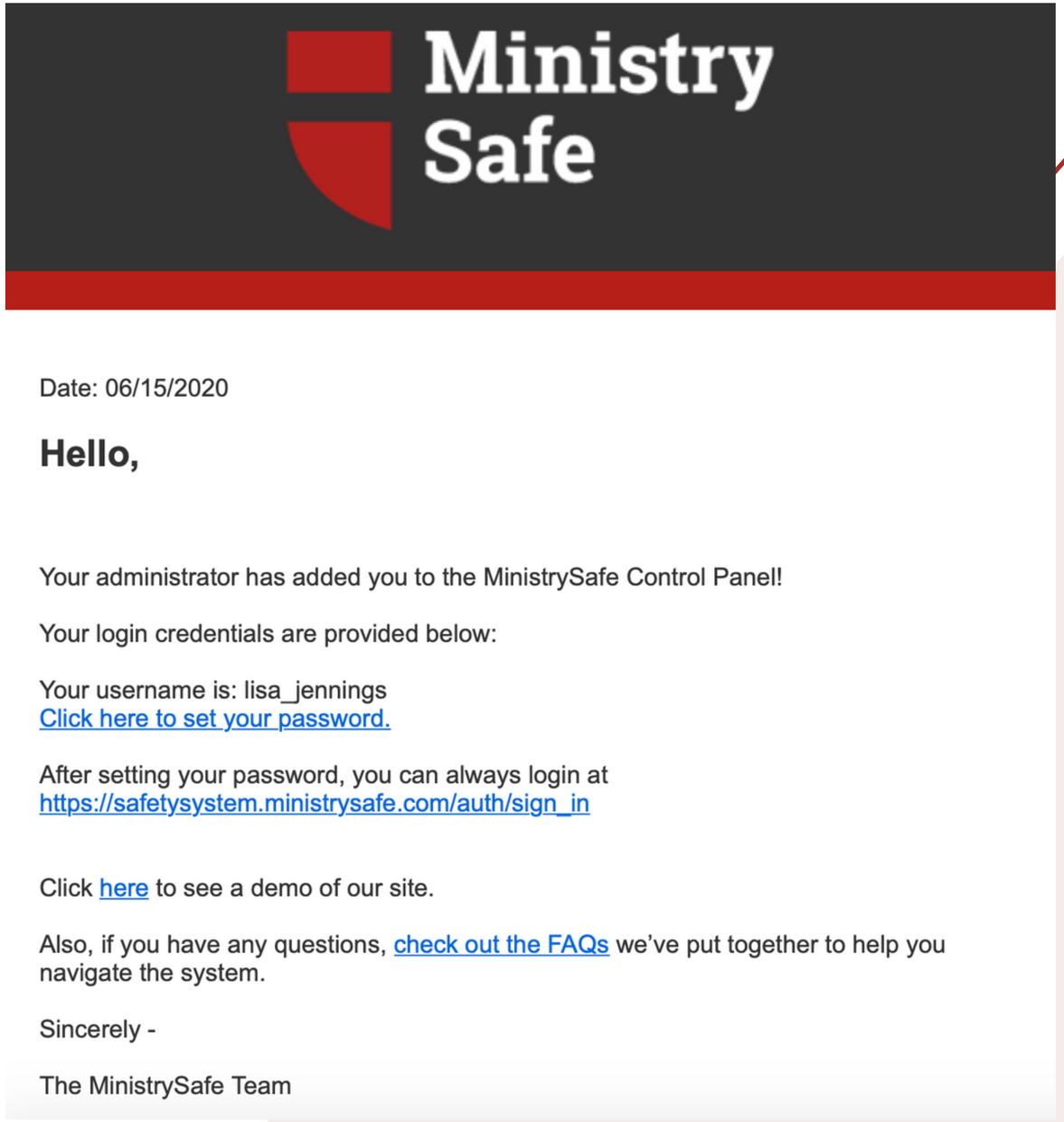
Learn how to log into your account

Create Your Account

If you've previously created a MinistrySafe account, please skip to Using your Control Panel

1 Go to MinistrySafe.com and click Sign Up

2 Create your account using the NWD LCMS Coupon

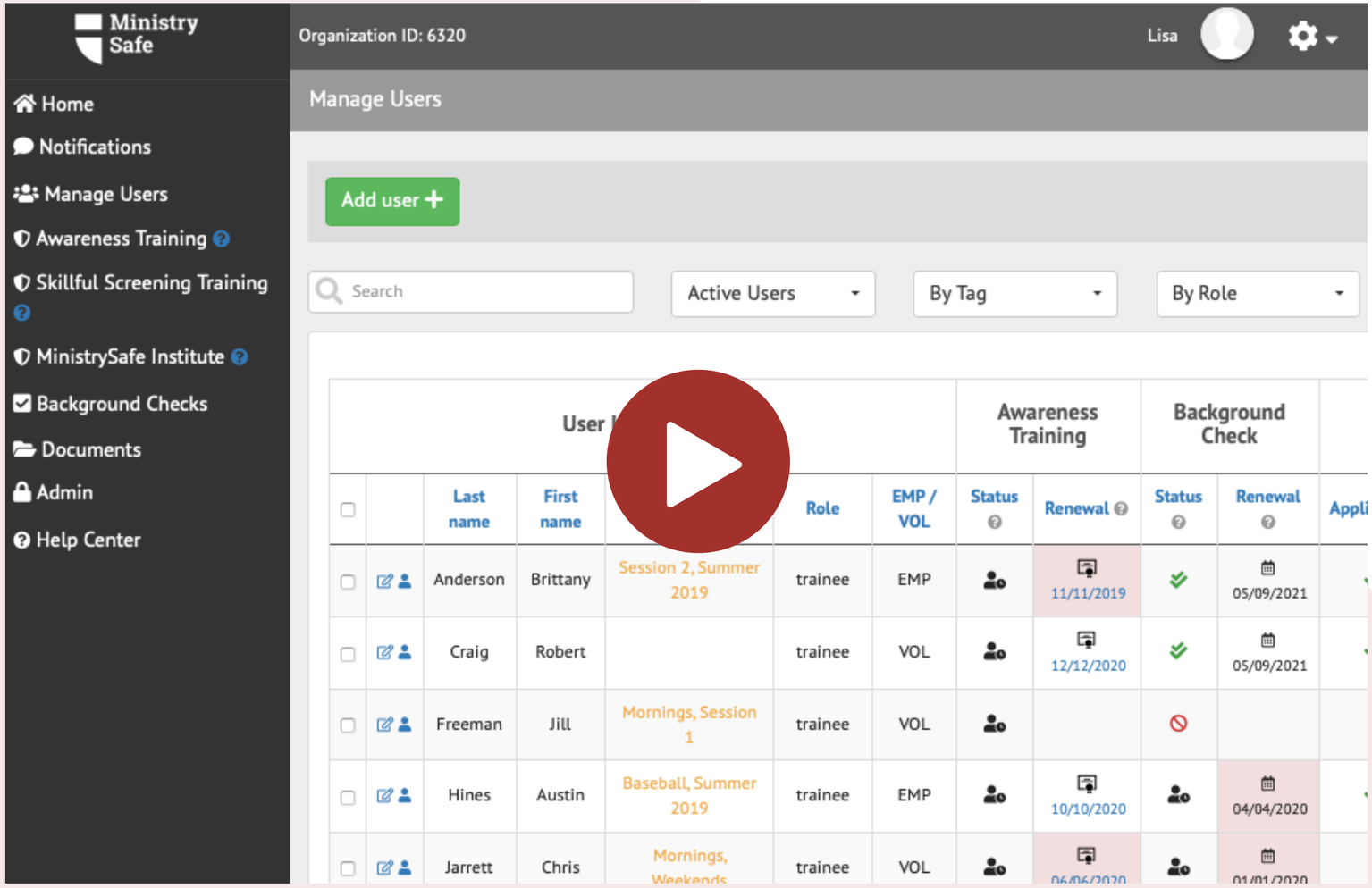


Once the account has been created, you will receive a welcome email similar to the one shown to the left. This email contains your username and a link to set your password. Follow the instructions in the email to set a password.

Once you have set a password, the system will automatically log you into your account.

Using your Control Panel

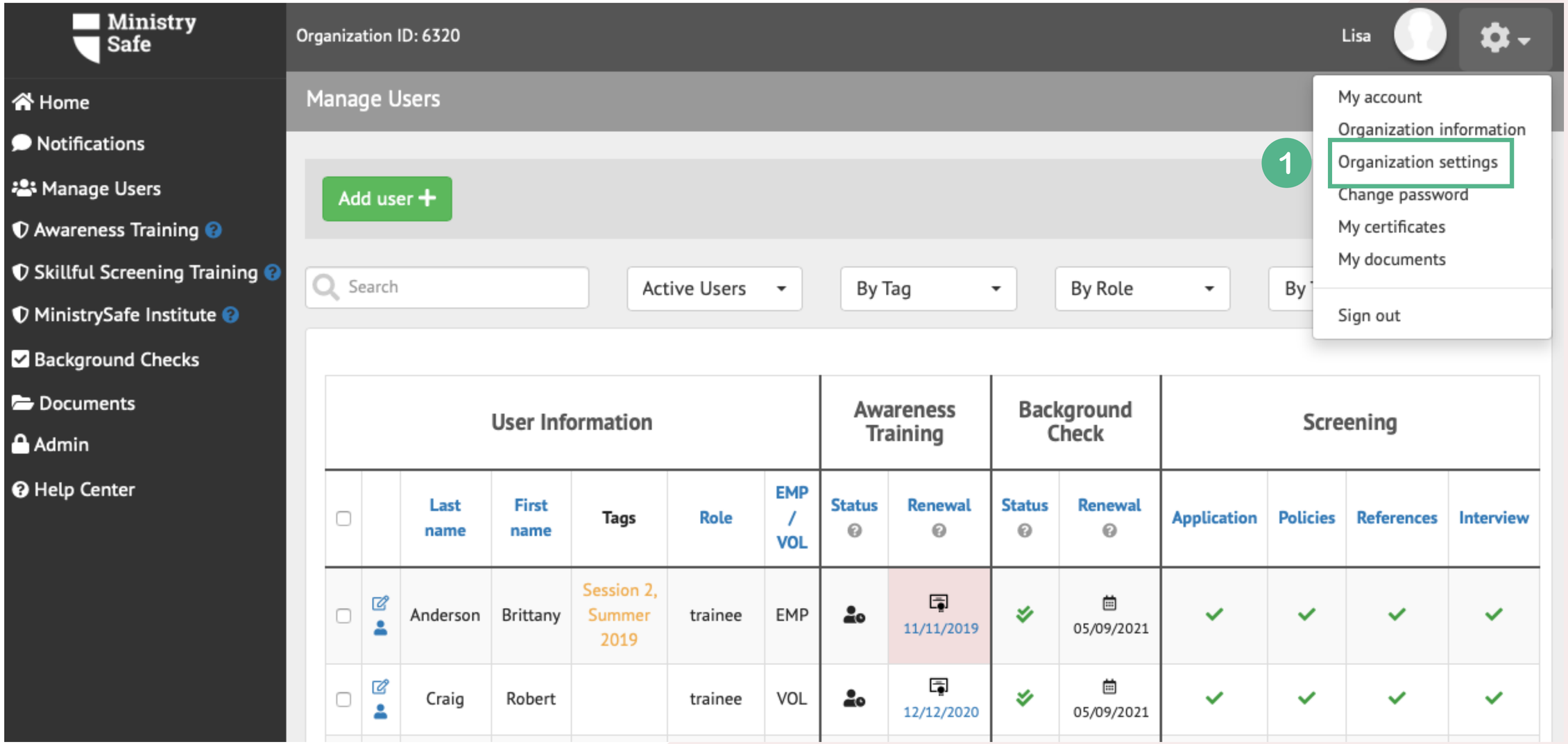
Learn how to add users and send trainings



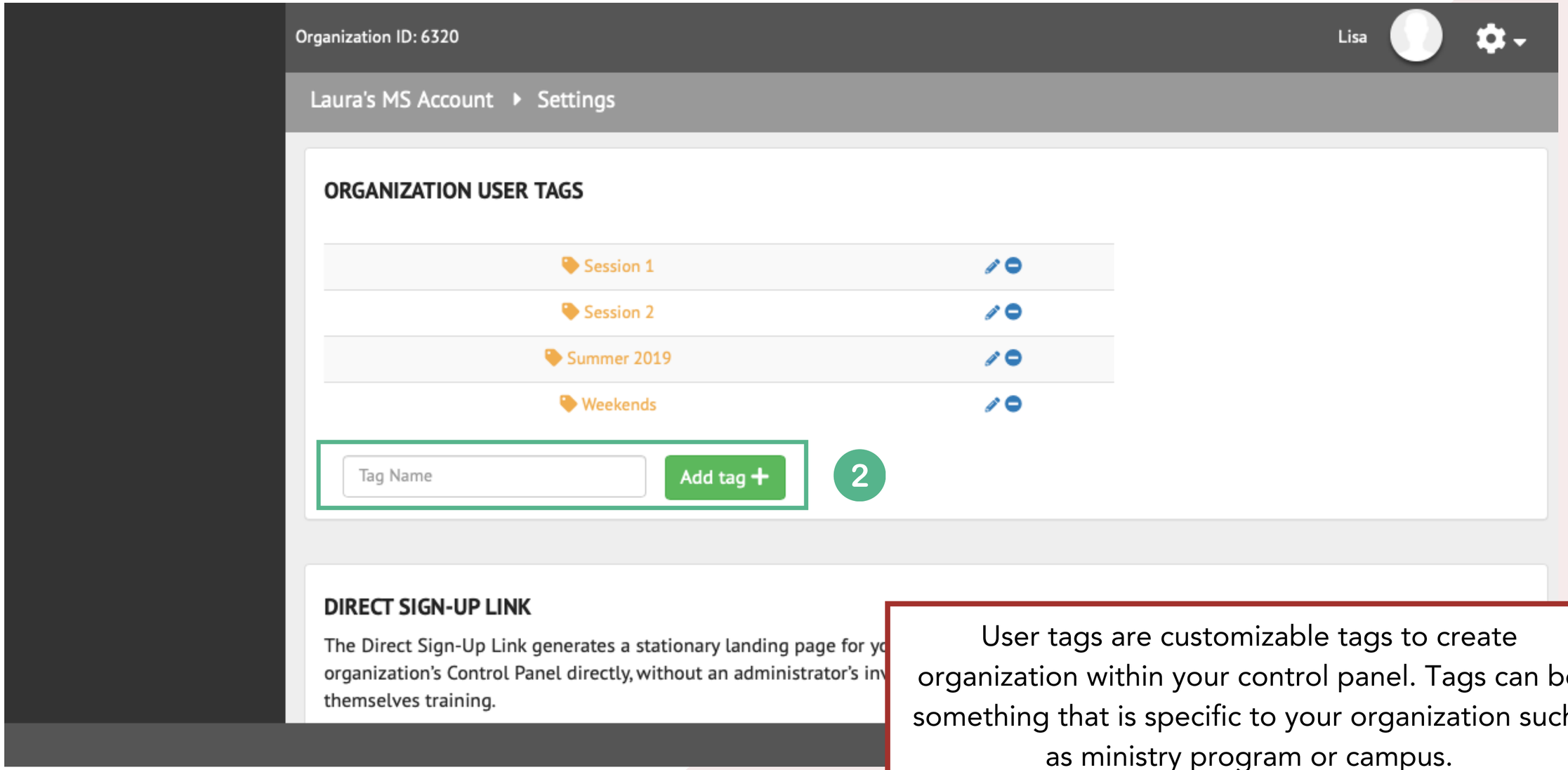
Video Tour

Watch a video tour of the system

SET UP USER TAGS

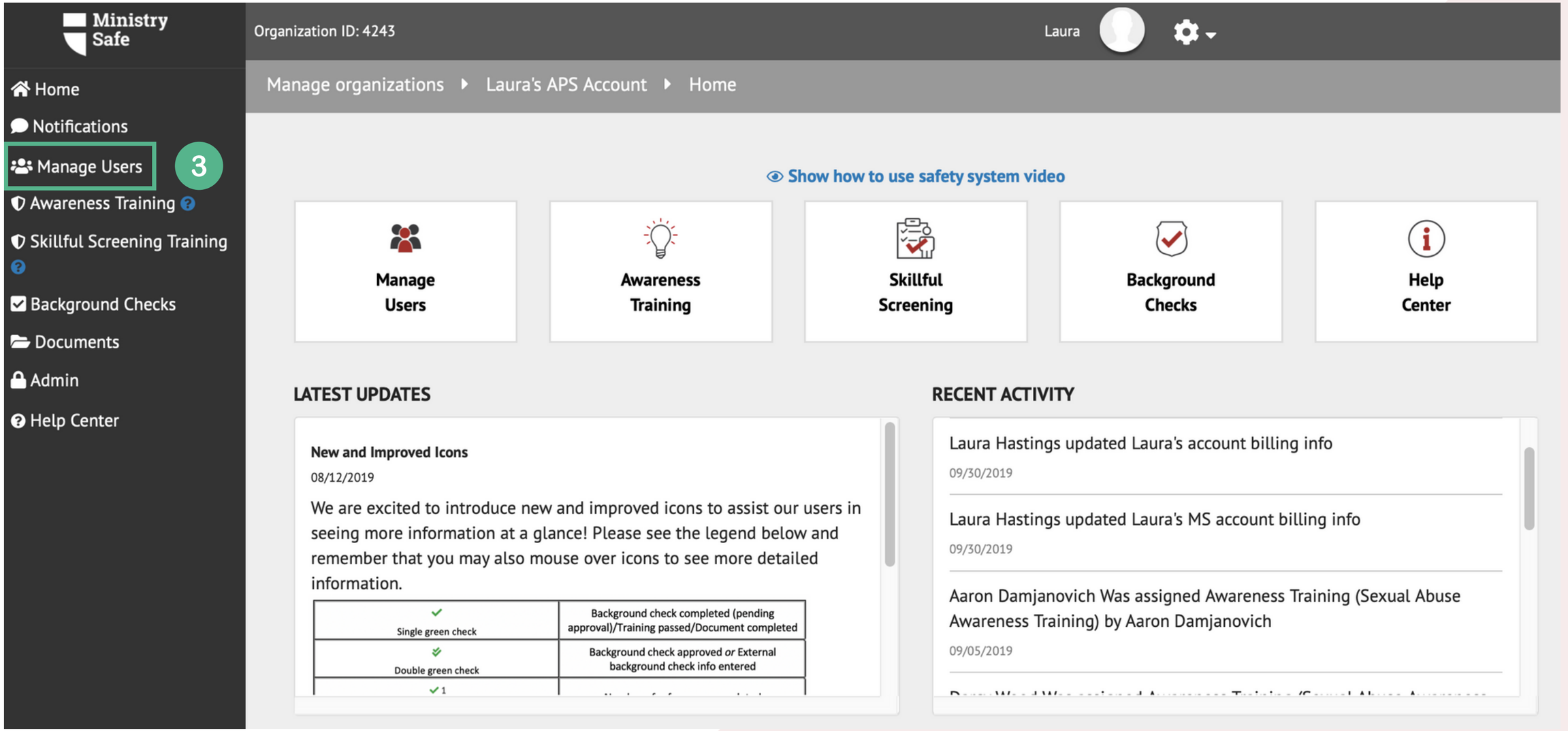


SET UP USER TAGS

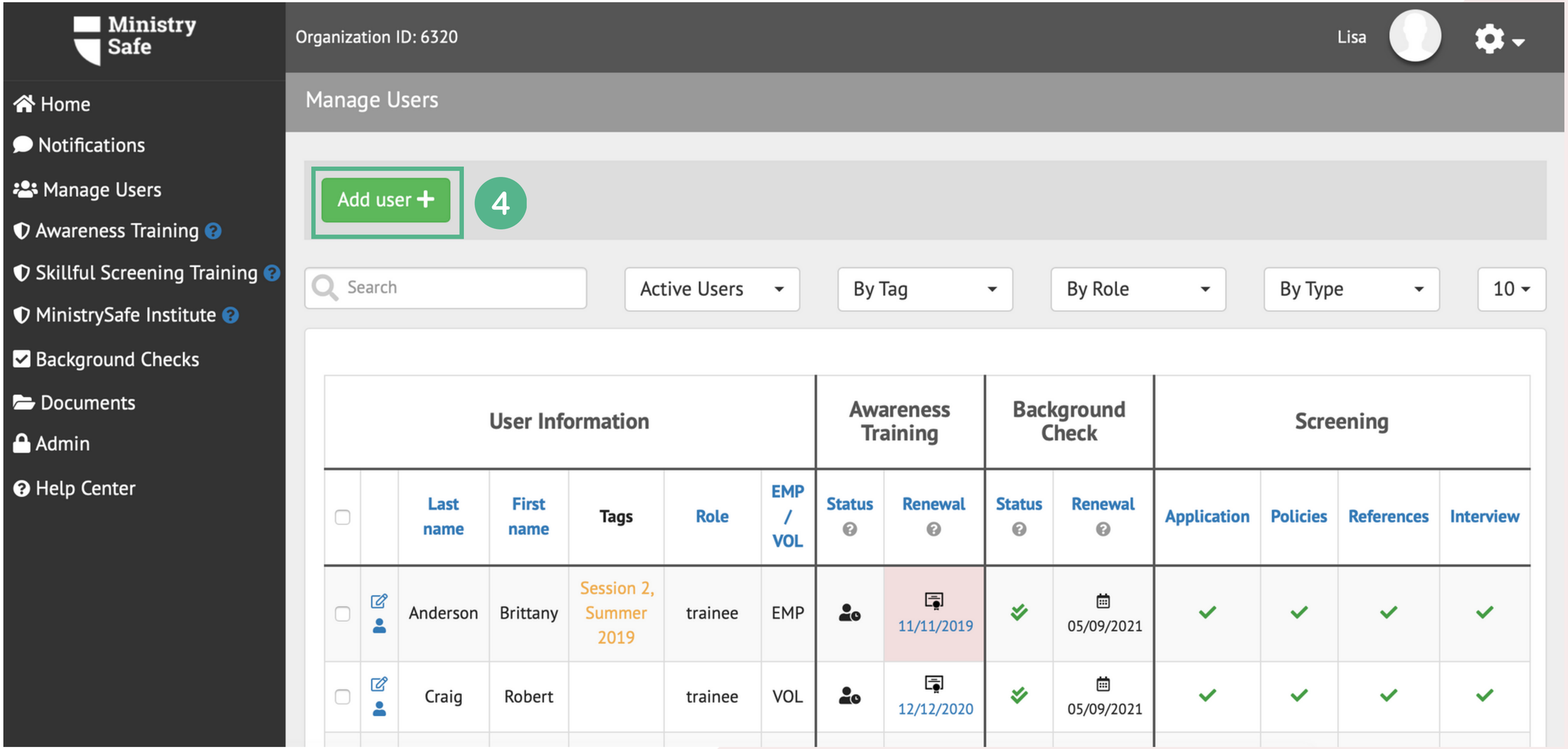


User tags are customizable tags to create organization within your control panel. Tags can be something that is specific to your organization such as ministry program or campus.

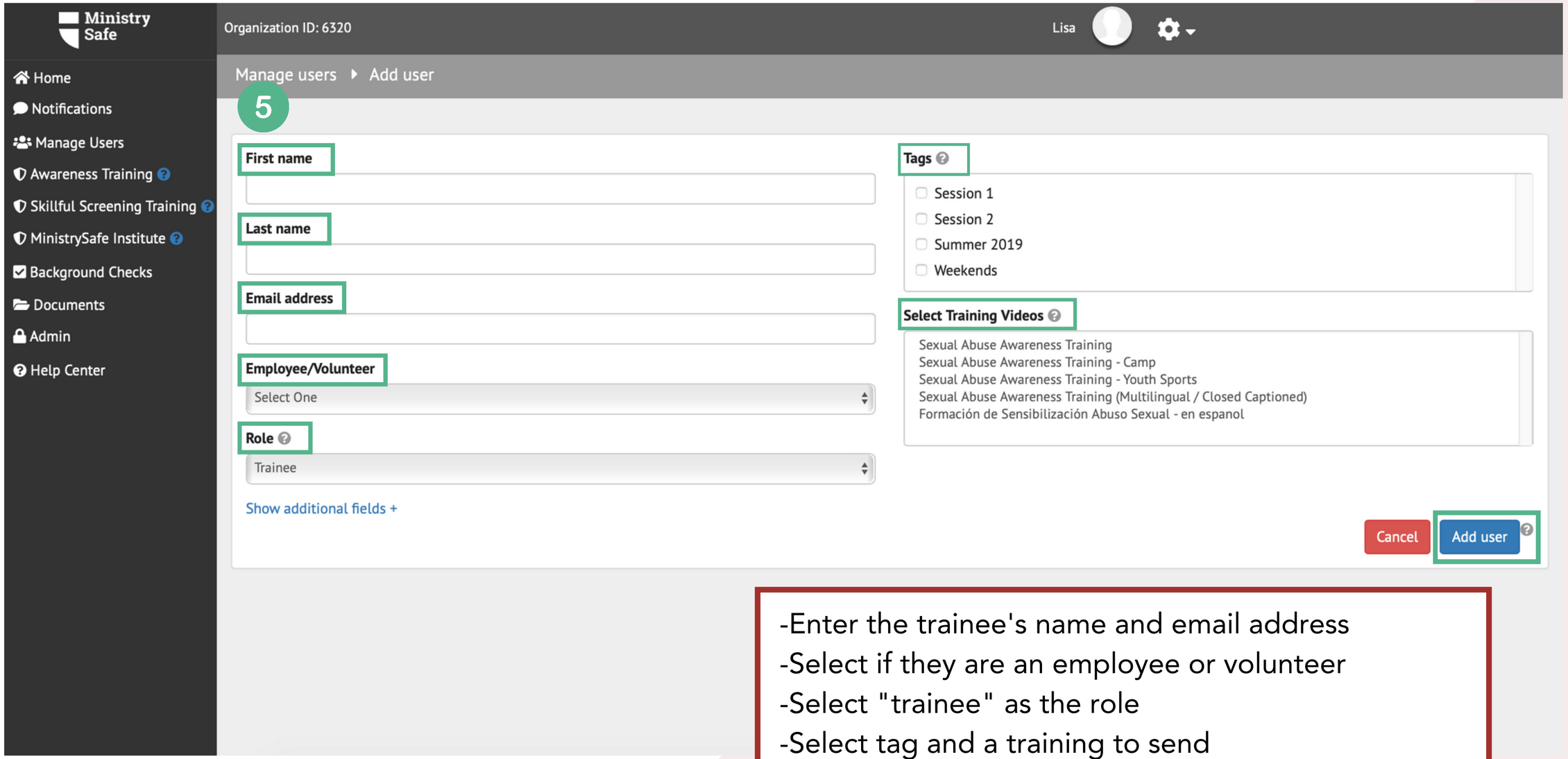
ADD USERS AND SEND TRAINING



ADD USERS AND SEND TRAINING



ADD USERS AND SEND TRAINING



-Enter the trainee's name and email address
-Select if they are an employee or volunteer
-Select "trainee" as the role
-Select tag and a training to send
-Click "Add User" and repeat process for next trainee

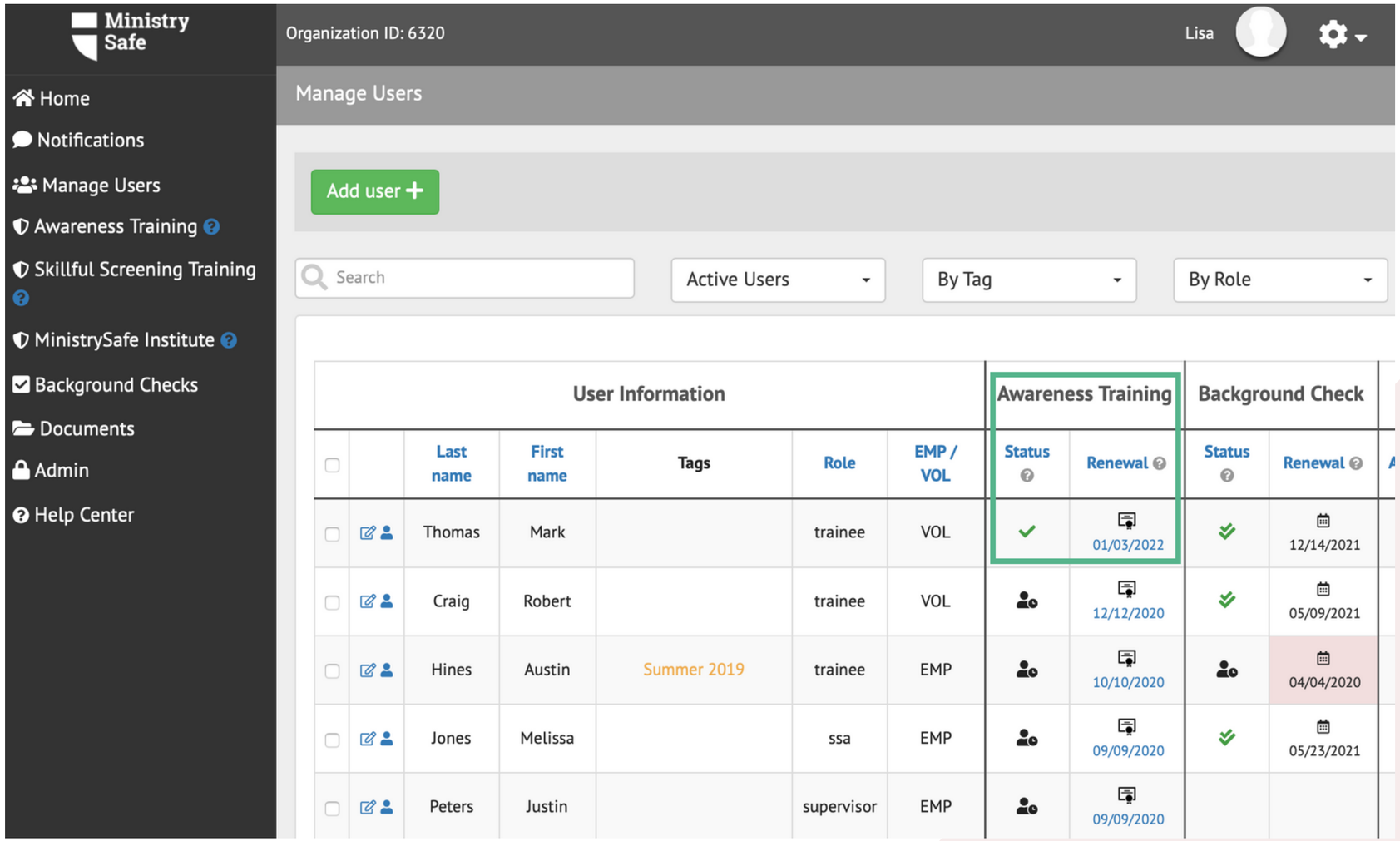
What happens next?

MinistrySafe will automatically send an email to your trainees containing a link to the online training. You trainee simply needs to click on the link in the email.

After clicking on the link, your trainee will be prompted to watch the Sexual Abuse Awareness Training, which is about 1.5 hours in length. After watching the training, your trainee will be prompted to take a short quiz, which is scored online. A score of 70 or better will generate a Certificate of Completion.

Once your trainee has completed the quiz, an email containing the Certificate of Completion will be sent to the trainee and the Safety System Administrator. The online Control Panel will also update to reflect the completion and calculate the renewal date for the training.

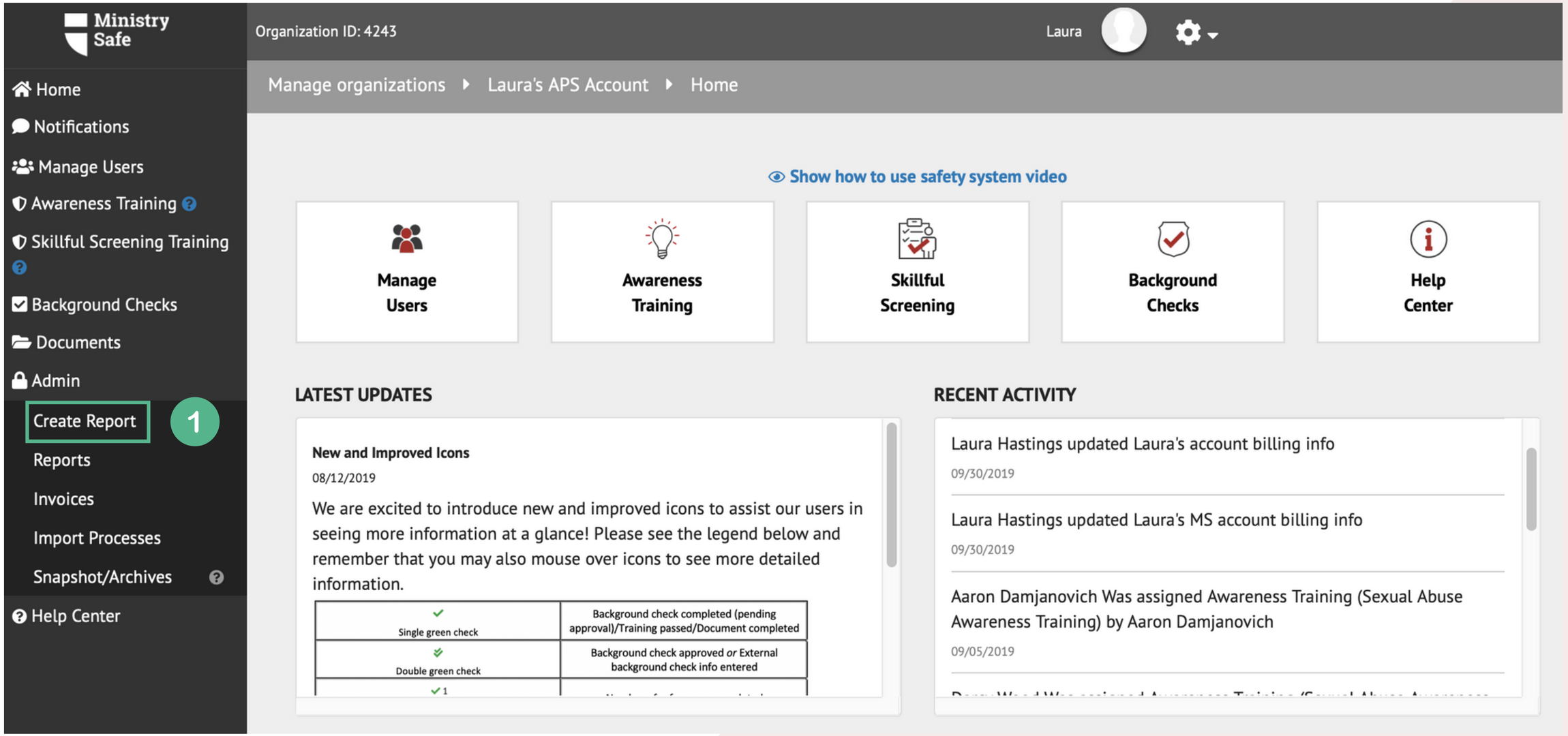
If the training is not completed in a reasonable time period, check with you trainee to determine if there is a problem. Or simply resend the training link.



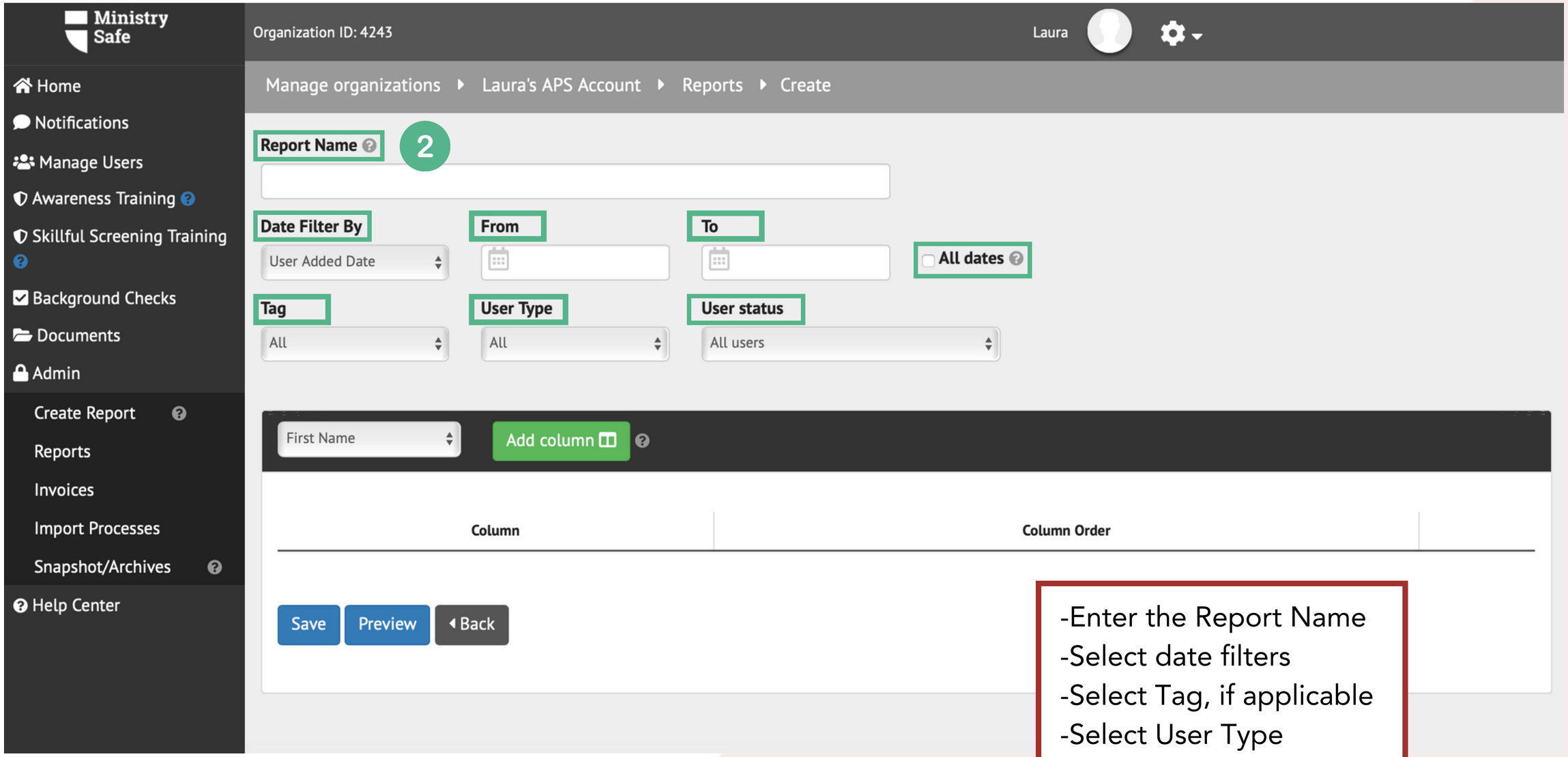
CREATING A USAGE REPORT

Learn how to create a report to show compliance with training requirements

CREATE A REPORT

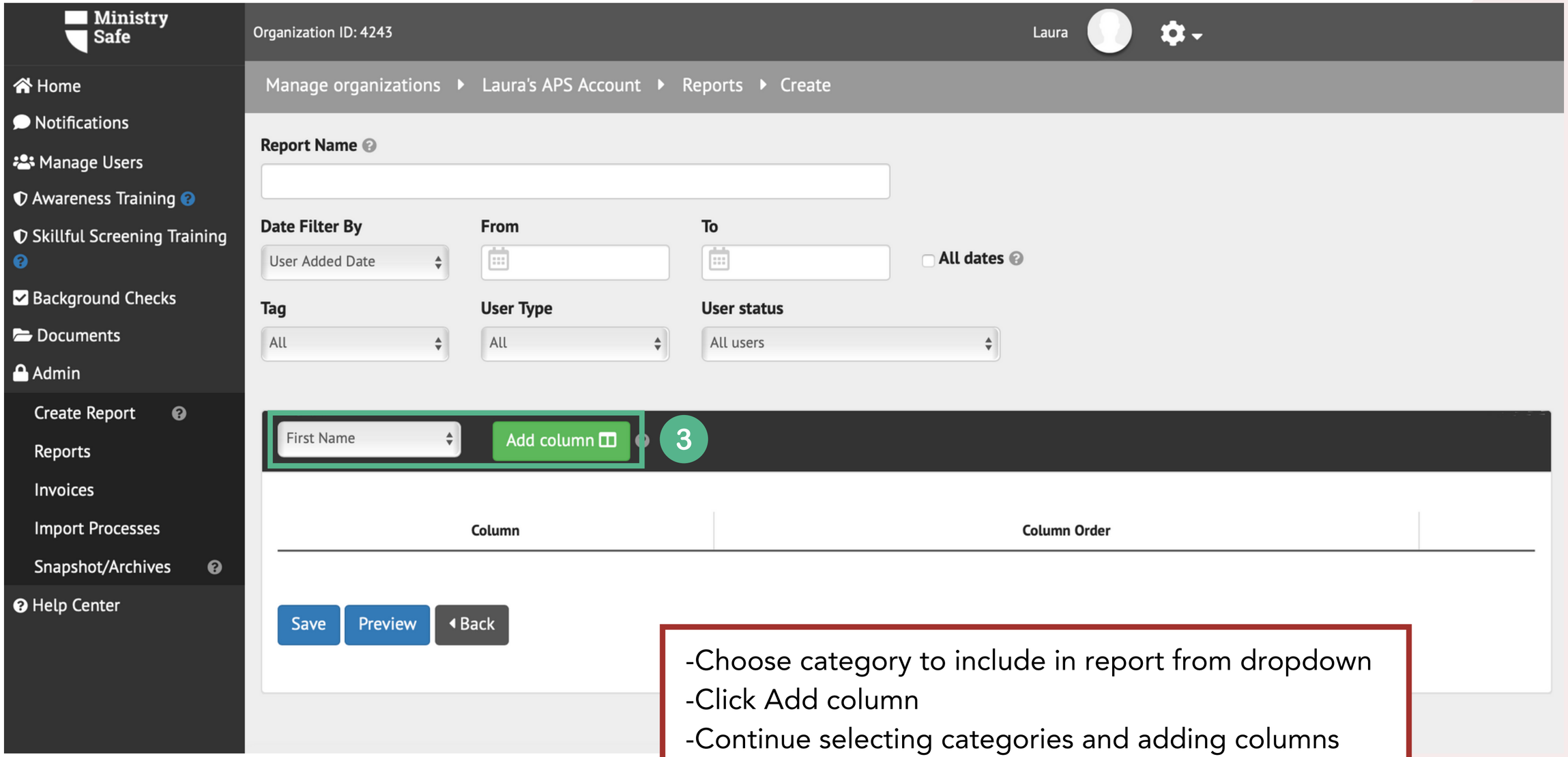


CREATE A REPORT



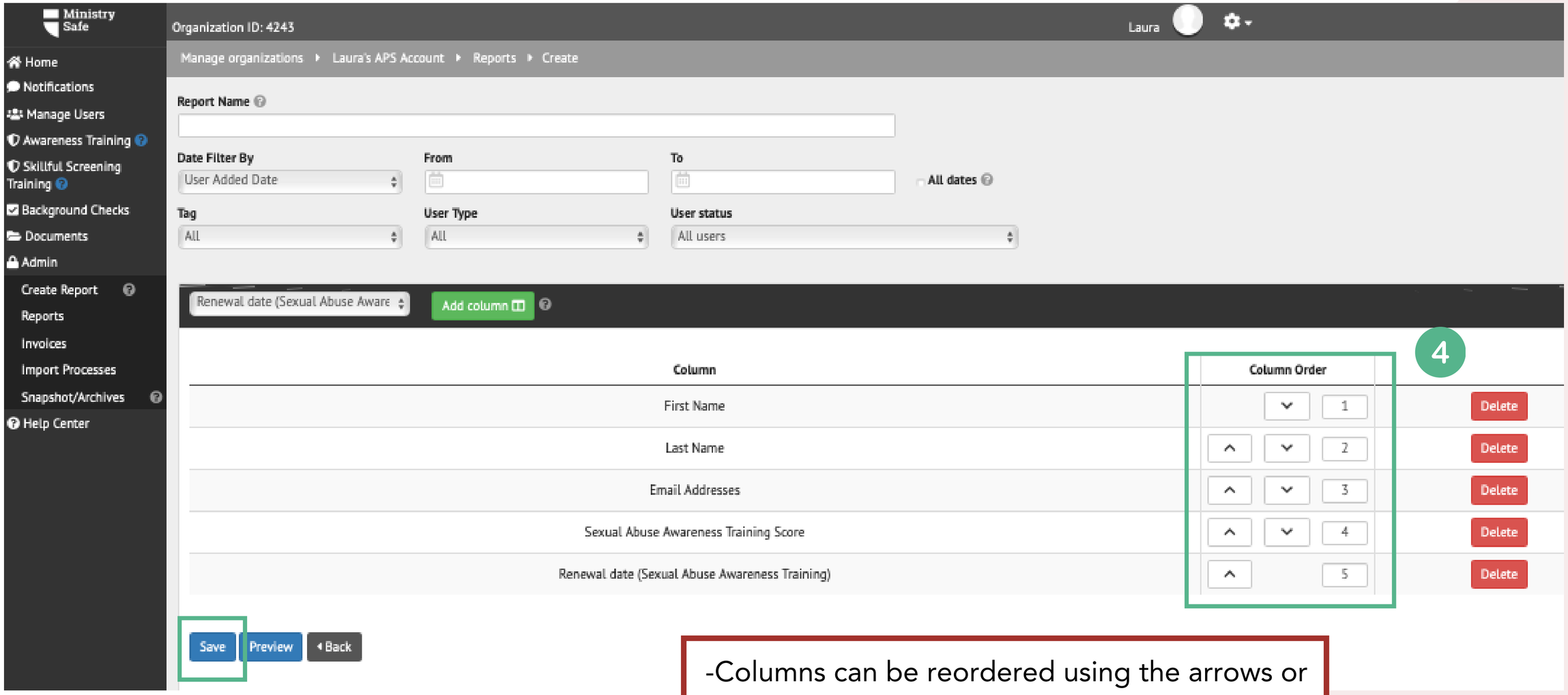
-Enter the Report Name
-Select date filters
-Select Tag, if applicable
-Select User Type
-Select User Status

CREATE A REPORT



-Choose category to include in report from dropdown
-Click Add column
-Continue selecting categories and adding columns until the report reflects the desired information

CREATE A REPORT



-Columns can be reordered using the arrows or number fields under Column Order
-When columns are in desired order, click Save

FREQUENTLY ASKED QUESTIONS

How efficient is the email system?

Very efficient! MinistrySafe sends tens of thousands of links per month and over 95% of them get to the trainee the 1st time.

Why might a trainee not receive the email?

Incorrect email addresses account for the majority of errors. However, because this is a child sexual abuse training, some spam filters send the email to junk or block the email altogether.

How much is this going to cost?

The North Wisconsin District LCMS is covering all training costs.

Can I send the link to any email address?

You can send the link to any email. You can forward it; copy and paste the link; whatever you need to do. Just remember the training link is specific to one trainee and that trainee must complete the training using his or her own link.

Need help?

Check out our Help Center

Still need help?

Give the MinistrySafe office a call
or send an email

Hours:
M-TH 9am-5pm CST
F 9am-3pm CST

support@MinistrySafe.com

833-737-7233 Toll Free