

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

The image is a screenshot of a web form for creating an account. It includes fields for 'Billing Phone Number' and 'State' (a dropdown menu with 'Please select' text). Below these is a section titled 'COUPON CODE' which contains a 'Coupon code' label and a text input field. A red box highlights this entire section. The text 'use the code nwdlcms' is written in red to the right of the input field. Below the coupon section is a 'PAYMENT INFORMATION' section with an 'Edit' link.



Date: 06/15/2020

Hello,

Your administrator has added you to the MinistrySafe Control Panel!

Your login credentials are provided below:

Your username is: lisa_jennings
[Click here to set your password.](#)

After setting your password, you can always login at
https://safetyssystem.ministrysafe.com/auth/sign_in

Click [here](#) to see a demo of our site.

Also, if you have any questions, [check out the FAQs](#) we've put together to help you navigate the system.

Sincerely -

The MinistrySafe Team

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



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Skillful Screening Training ?

MinistrySafe Institute ?

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Organization ID: 6320

Lisa

Manage Users

































Add user +

Search

Active Users

By Tag

By Role

User Information							Awareness Training		Background Check		Application
		Last name	First name		Role	EMP / VOL	Status	Renewal	Status	Renewal	Appli
<input type="checkbox"/>	 	Anderson	Brittany	Session 2, Summer 2019	trainee	EMP		 11/11/2019		 05/09/2021	
<input type="checkbox"/>	 	Craig	Robert		trainee	VOL		 12/12/2020		 05/09/2021	
<input type="checkbox"/>	 	Freeman	Jill	Mornings, Session 1	trainee	VOL					
<input type="checkbox"/>	 	Hines	Austin	Baseball, Summer 2019	trainee	EMP		 10/10/2020		 04/04/2020	
<input type="checkbox"/>	 	Jarrett	Chris	Mornings, Weekends	trainee	VOL		 06/06/2020		 01/01/2020	

Video Tour

Watch a video tour of the system

SET UP USER TAGS

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Lisa

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My account

Organization information

Organization settings

Change password

My certificates

My documents

Sign out

Manage Users

Add user +





















Search

Active Users

By Tag

By Role

By

User Information							Awareness Training		Background Check		Screening			
<input type="checkbox"/>		Last name	First name	Tags	Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	Policies	References	Interview
<input type="checkbox"/>	 	Anderson	Brittany	Session 2, Summer 2019	trainee	EMP		 11/11/2019		 05/09/2021				
<input type="checkbox"/>	 	Craig	Robert		trainee	VOL		 12/12/2020		 05/09/2021				

SET UP USER TAGS

Organization ID: 6320

Lisa

Laura's MS Account ▸ Settings

ORGANIZATION USER TAGS

Session 1

Session 2

Summer 2019

Weekends

Tag Name

Add tag +

2

DIRECT SIGN-UP LINK

The Direct Sign-Up Link generates a stationary landing page for your organization's Control Panel directly, without an administrator's involvement. This link is useful for people who are interested in themselves training.

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.

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Laura

Manage organizations

Laura's APS Account

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LATEST UPDATES

New and Improved Icons

08/12/2019

We are excited to introduce new and improved icons to assist our users in seeing more information at a glance! Please see the legend below and remember that you may also mouse over icons to see more detailed information.

	Background check completed (pending approval)/Training passed/Document completed
	Background check approved or External background check info entered

RECENT ACTIVITY

Laura Hastings updated Laura's account billing info

09/30/2019


Laura Hastings updated Laura's MS account billing info

09/30/2019

Aaron Damjanovich Was assigned Awareness Training (Sexual Abuse Awareness Training) by Aaron Damjanovich

09/05/2019

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Lisa 



Manage Users

Add user +

4

Search





















Active Users

By Tag

By Role

By Type

10



User Information							Awareness Training		Background Check		Screening			
<input type="checkbox"/>		Last name	First name	Tags	Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	Policies	References	Interview
<input type="checkbox"/>	 	Anderson	Brittany	Session 2, Summer 2019	trainee	EMP		 11/11/2019		 05/09/2021				
<input type="checkbox"/>	 	Craig	Robert		trainee	VOL		 12/12/2020		 05/09/2021				

ADD USERS AND SEND TRAINING

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Organization ID: 6320

Lisa  

Manage users ▸ Add user

5

First name

Last name

Email address

Employee/Volunteer

Select One ▾

Role ?

Trainee ▾

Show additional fields +

Tags ?

☐ Session 1

☐ Session 2

☐ Summer 2019

☐ Weekends

Select Training Videos ?

Sexual Abuse Awareness Training

Sexual Abuse Awareness Training - Camp

Sexual Abuse Awareness Training - Youth Sports

Sexual Abuse Awareness Training (Multilingual / Closed Captioned)

Formación de Sensibilización Abuso Sexual - en español

Cancel

Add user ?

- 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. Your 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.

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User Information							Awareness Training		Background Check	
		Last name	First name	Tags	Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?
<input type="checkbox"/>	 	Thomas	Mark		trainee	VOL	✓	 01/03/2022	✓	 12/14/2021
<input type="checkbox"/>	 	Craig	Robert		trainee	VOL		 12/12/2020	✓	 05/09/2021
<input type="checkbox"/>	 	Hines	Austin	Summer 2019	trainee	EMP		 10/10/2020		 04/04/2020
<input type="checkbox"/>	 	Jones	Melissa		ssa	EMP		 09/09/2020	✓	 05/23/2021
<input type="checkbox"/>	 	Peters	Justin		supervisor	EMP		 09/09/2020		



CREATING A USAGE REPORT

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

CREATE A REPORT

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Laura

Manage organizations ▶ Laura's APS Account ▶ Home

Show how to use safety system video

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LATEST UPDATES

New and Improved Icons

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<div>Single green check</div>	Background check completed (pending approval)/Training passed/Document completed
<div>Double green check</div>	Background check approved or External background check info entered
<div>Green check with 1</div>	

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Organization ID: 4243

Laura  

Manage organizations ▶ Laura's APS Account ▶ Reports ▶ Create

Report Name ? 2

Date Filter By

User Added Date

From

To

All dates ?

Tag

All

User Type

All

User status

All users

First Name

Add column ?

Column

Column Order

Save

Preview

Back

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

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Laura  


Manage organizations ▶ Laura's APS Account ▶ Reports ▶ Create

Report Name ?


Date Filter By

User Added Date ▾

From



To



☐ All dates ?

Tag

All ▾


User Type

All ▾

User status

All users ▾

First Name ▾

Add column 

3

Column	Column Order
--------	--------------

Save

Preview

◀ Back

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

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Laura

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Report Name

Date Filter By

User Added Date

From

To

All dates

Tag

All

User Type

All

User status

All users

Renewal date (Sexual Abuse Aware

Add column

Column	Column Order	
First Name	<div></div> 1	Delete
Last Name	<div></div> 2	Delete
Email Addresses	<div></div> 3	Delete
Sexual Abuse Awareness Training Score	<div></div> 4	Delete
Renewal date (Sexual Abuse Awareness Training)	<div></div> 5	Delete

Save

Preview

Back

-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.

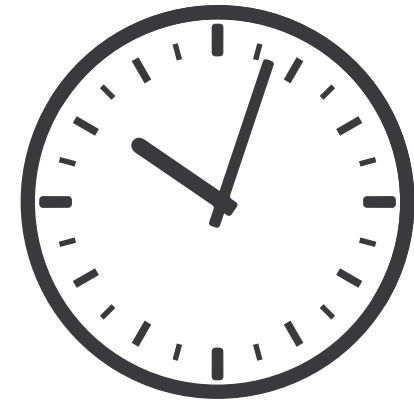


Need help?

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