



ACCESSING AND USING THE APS SYSTEM

Tips for you and your team



Summary of Topics

Accessing Your Account
Using your Control Panel

Accessing Training
Frequently Asked Questions

ACCESSING YOUR ACCOUNT

Learn how to log into your account



HOW TO ACCESS YOUR ACCOUNT

The MinistrySafe team has created accounts for every California-Pacific UMC church and organization. You simply need to log into the account.

Go to ministrysafe.com and click log-in in the top right corner.

Your username and password will be your church ^{GCFA} number preceded by 00. You will be able to change these once you have logged into the system.



The screenshot shows the MinistrySafe login interface. At the top left is the MinistrySafe logo, which consists of a red shield with a white cross and the text "Ministry Safe" in white. Below the logo are two input fields: "USERNAME" with a user icon and the text "00123456", and "PASSWORD" with a lock icon and masked characters ".....". Below these fields is a checkbox labeled "Keep me logged in" with a question mark icon. A green "Sign in" button is positioned below the checkbox. At the bottom of the form are two links: "Sign up" and "Lost my login information".

Using your Control Panel

Learn how to add users and
send trainings



SET UP USER TAGS

Organization ID: 4243 Laura  

Laura's APS Account ▸ Settings

Minimum Awareness Training Score **Minimum Skillful Screening Training Score**

70% 70%

Enable Duplicate User Protection

[Save](#) [Download all certificates](#)

ORGANIZATION USER TAGS

Nursery  

Preschool  

[Add tag +](#) 2

DIRECT SIGN-UP LINK

The Direct Sign-Up Link generates a stationary landing page for your organization so that individuals may sign up as users, apply tags to their profile and assign themselves training.

Enable Direct Sign-Up Link

Once enabled, individuals will use the link below to add themselves to the Control Panel. Consider modifying this link to a more friendly URL.

User tags are customizable tags to create organization within your control panel. Tags can be something that is specific to your organization such as campus, departments, semesters or year.

ADD USERS AND SEND TRAINING


Organization ID: 4243

Laura




Manage organizations
▶ Laura's APS Account
▶ Manage Users

Add user +
Import users

Active Users ▾

By Tag ▾

By Role ▾

By Type ▾

10 ▾

User Information						Awareness Training		Background Check		Screening			
<input type="checkbox"/>		Name	Tags	Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	References	Interview	Policies
<input type="checkbox"/>	 	Hastings, Laura		ssa	VOL	✓	 06/21/2022	✓	 04/11/2021	✓	✓	✓	✓
<input type="checkbox"/>	 	Franklin, Jenny		ssa	EMP								
<input type="checkbox"/>	 	Simpson, Kevin		supervisor	EMP					✓	✓	✓	✓
<input type="checkbox"/>	 	Mueller, Olivia		supervisor	EMP								
<input type="checkbox"/>	 	Emerson, Jane	Preschool	supervisor	EMP			✓	 04/16/2023	✓		✓	✓
<input type="checkbox"/>	 	Franklin, Jessie		trainee	VOL								

-  Home
-  Organizations
-  Manage Users 3
-  Trainings
- Background Checks
-  Documents
-  Admin
-  Help Center

ADD USERS AND SEND TRAINING

The screenshot displays the 'Add user' form in the Ministry Safe application. The interface includes a sidebar with navigation options: Home, Organizations, Manage Users, Trainings, Background Checks, Documents, Admin, and Help Center. The main content area shows the 'Add user' form with the following fields and options:

- Organization ID:** 4243
- 5** users | Add user
- First name:** Text input field.
- Last name:** Text input field.
- Email address:** Text input field.
- Employee/Volunteer:** Dropdown menu with 'Select One' as the current selection.
- Role:** Dropdown menu with 'Trainee' as the current selection.
- Tags:** List of checkboxes for 'Nursery' and 'Preschool'.
- Select Training Videos:** List of training video options: 'Sexual Abuse Awareness Training', 'Sexual Abuse Awareness Training - Camp', 'Sexual Abuse Awareness Training - Youth Sports', 'Sexual Abuse Awareness Training (Multilingual / Closed Captioned)', and 'Formación de Sensibilización Abuso Sexual - en español'.
- Buttons:** 'Cancel' (red) and 'Add user' (blue) buttons.

- 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 hour 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.

I am the Administrator; How Do I Complete My Training?

The screenshot shows the Ministry Safe web application interface. The left-hand navigation menu is visible, with 'Trainings' highlighted by a green box and a green circle containing the number 1. The top navigation bar shows 'My Trainings' selected by a green box and a green circle containing the number 2. The main content area displays 'My Abuse Prevention Systems Trainings' with a card for 'Sexual Abuse Awareness Training'. The card includes a photo of two children, a description, and two buttons: 'Download Handout' and 'Watch Training'. The 'Watch Training' button is highlighted by a green box and a green circle containing the number 3.

- After being assigned a Training, SSAs and Supervisors will click on Trainings in the Left-hand menu
- Next, click My Trainings.
- Then click Watch Training.

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 your trainee to determine if there is a problem. Or, simply resend the training link.

The screenshot displays the 'Manage Users' interface for Abuse Prevention. The left sidebar contains navigation options: Home, Organizations, Manage Users (highlighted with a green arrow), Trainings, Background Checks, Documents, Admin, and Help Center. The main content area shows a table of users with columns for User Information, Awareness Training, Background Check, and Screening. The 'Manage Users' link in the sidebar is highlighted with a green arrow.

User Information							Awareness Training		Background Check		Screening		
<input type="checkbox"/>	Last name	First name	Tags	Role	EMP / VOL	Status	Renewal	Status	Renewal	Application	References	Interview	
<input type="checkbox"/>	Anderson	Brittany		trainee	EMP	✓	11/11/2019	✓	05/10/2021	✓	✓	✓	
<input type="checkbox"/>	Craig	Robert		trainee	VOL	✓	12/12/2020	✓	05/10/2021	-	-	-	
<input type="checkbox"/>	Hastings	Laura		ssa	EMP	✓	10/10/2019	✓	05/16/2021	✓	✓	-	

SENDING TRAINING TO EXISTING USERS

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Ministry Safe

- Home
- Organizations
- Manage Users
- Trainings**
- Background Checks
- Documents
- Admin
- Help Center

Organization ID: 4243

Laura's APS Account > Dashboard

Dashboard Library My Trainings Training Settings Certificates

Send Training

Search Active Users 10

	Name	Role	Tags	Awareness Training		Skillful Screening Training	
				Status	Renewal	Status	Completion
	Brooks, Cindy	trainee	Preschool	✓	06/28/2022		
	Emerson, Jane	supervisor	Preschool	👤			
	Franklin, Jessie	trainee		👤			
	Franklin, Brady	trainee		✓	04/17/2021		
	Franklin, Jenny	ssa		👤			
	Hastings, Laura	ssa		✓	06/21/2022	✓	07/14/2020
	Johnson, Jack	trainee	Preschool	👤			
	Lockhart, Sherry	trainee		👤			
	Mantia, Jeffrey	trainee		👤			
	Mueller, Olivia	supervisor		👤		👤	

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Click [Here](#) for more instructions on sending training

FREQUENTLY ASKED QUESTIONS

How can I customize training settings?

Click [Here](#) for an article from our Help Center about Training Settings.

How much is this going to cost?

Philadelphia Insurance is covering all training costs.

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.

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?

MinistrySafe customer support is available
via phone, chat, or email



Hours:

M-TH 9am-5pm CST

F 9am-3pm CST



support@MinistrySafe.com



833-737-7233 Toll Free