

Signing in and payment to Openlearning.com

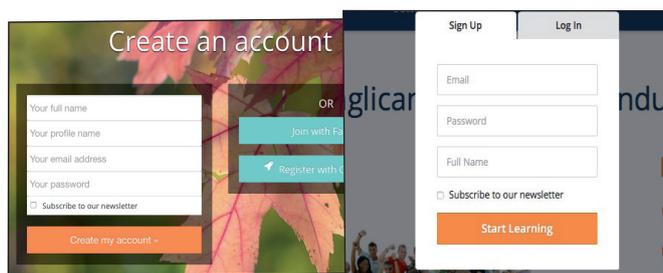
Step 1:

Go to the Anglican Safe Ministry Induction course at Openlearning.com by typing the following address into your web browser:

<https://www.openlearning.com/courses/smr-training-anglican/introduction>

Step 2:

Click on **Join now** button which will take you to the sign up screen (see below - it may be one or the other screen - both work.)

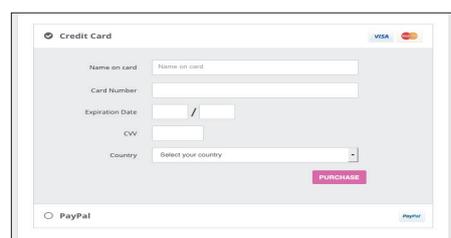


Sign up as a student with Openlearning.com with your full name. Then enter your email address and a password (make it simple and record it somewhere). If already a member on Open Learning then log in (top right hand side of the screen).

* You can only have one log in name per email so each person needs to have their own email. If you need a new one you might like to create one with hotmail or gmail.

Step 3:

Once you have entered your email and password you will be directed to the payment section where you can pay the \$30.00 for the course using your credit card or paypal.



Step 4:

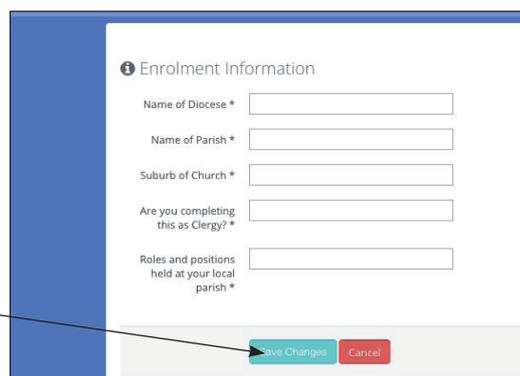
Once you have completed the payment, click on the **Start your Course** button which will take you back to Openlearning.com

Extra information before you begin

Once enrolled, the system will ask you to enter some additional information.

This information is important for SMR's communication with your Diocese.

Once you have filled in all fields click **Save Changes**



Automatic saving & tracking of progress

You are able to exit the eTraining at any time. When you sign back in, your progress will be saved so that you can continue from where you previously ended.

Homepage

Click the **Home** tab where you can read more about the course.



The **MENU tabs** on the left side allow you to select between the sections of the eTraining.

The **'Your Progress'** bar tracks your progress through the course. When 100% complete, you can download your Certificate (See below)

Organisational policy and procedures

Before you begin, click on the link to your organisation's website to ensure that you can find your relevant Safe Ministry Documentation.



Modules and Activities

Now you are ready to begin.

After reading the Home page click on to **Modules and Activities** on the left hand side of the page. To complete the course please watch all the videos and complete all the activities.

Progress to the next page by clicking the lower right of page.



Once completed, click on **'You are Awesome!'** and double click to open to your progress page. Click on **'download'** to get your certificate.



Send a copy of your downloaded certificate to your church

If you require any assistance, call the Helpline 1800 070 511 or email eTraining@safercommunities.net.au

