From: tasha.mom@hotmail.com
To: marshall-bill@hotmail.com;
Subject: RE: Anew Church Policy:1750-339
Date: Sat, 13 Aug 2011 13:09:25 -0500

I just took the test and got my certificate and emailed it to Marshall.
Following are better instructions for you to access the site and complete the test:
1. Follow this link: https://www.safechurch.com/Pages/Default.aspx
 2. Top left of page has a place to logon.
3. Right under this you will see: Not a member yet? Click here to join. Click there
4. You will see this: New User Registration. click on the third option:

☐   Join using your church's SafeChurch
            access key. (This key was provided and
            can be obtained from the individual who
            registered your church to the SafeChurch
            site or a SafeChurch site church
            administrator.)
  Then click **NEXT**
5. It will take you to the page: *SafeChurch* User License Agreement. Read and
scroll to bottom of page and click I ACCEPT.
6. The next page will ask you for your church's access key. Ours is: hcm9cp5g
7. Continue to follow the online prompts to complete your registration. Once
completing the registration, you will be logged in under your username.
8. Click on the Training tab at top. Scroll down to Transportation Safeguards and
click on the + sign
9. Click on the OPTIONS + sign
10. Click on the 15 passenger van drivers
11. It will take you to a list of training options.
12. Click on the top one which is a 16 minute video. Watch video.
13. Next you can click on any of the supplemental PDF's which cover the same
material presented but now in writing for your review.
14. At bottom you can click on the button Take the Test. There is a 20 question
multiple choice test to take.
15. Once completed and passed, view your certificate. Save the certificate as a
picture to your computer. email it as an attachment to Marshall.