



Training Video Instructions

One vital step in becoming an Approved Worker involves watching a 20-minute video and taking a 20-question test. The video is online and can be watched on any computer that has internet access. Below are the instructions for watching the video and taking the test. If you do not have access to a computer with internet access, please contact Josh Brown (josh.b.brown@hotmail.com or (863) 293-0689) to arrange a time for you to watch the video at church.

- Register on the SafeChurch Website
 - Go to www.safechurch.com
 - Under the left **Members Logon**, by the **Not a Member Yet** question, click the **Click Here to Join** link.
 - On the New User Registration page, select the **Join using your church's SafeChurch access key** option button; and then click the **Next** button.
 - Read through the SafeChurch User License Agreement; and then click the **I Accept** button.
 - Enter FBC's SafeChurch Access Key: **jc4jhcy**m
 - Enter a personal user name and password; and complete the security question.
 - Enter your personal contact information.
 - Click the **Finish** button.
- View the **ACT to Keep Children's Ministry Safe** training video
 - Go to www.safechurch.com and login.
 - At the top of the page, click the **Training** tab.
 - Click the + which is to the left of the **Children and Youth Safety** category. Then, click the + which is to the left of **Options**.
 - Click **ACT to Keep Children's Ministry Safe**.
 - Click the **ACT to Keep Children's Ministry Safe Video** link and watch the 20-minute video.
- Take the **ACT to Keep Children's Ministry Safe** training Test
 - After you have watched the video, click the **Take Test Now** button, which is at the bottom of the training module page.
 - There are 20 test questions. To successfully pass the test, you must answer at least 16 questions correctly. If you pass the test, you will have the opportunity to print out a certificate of completion. If you do not pass the test, please review the materials and then take the test again. You can take the test as many times as you like.
- Once you have completed the test, please **email Josh Brown** at josh.b.brown@hotmail.com and inform him that you have completed the test.