

Praesidium Academy Quick Start Guide

Our Lady of Victory

To Enroll: Go to <https://www.praesidiumacademy.com/redeem>

1. Fill in your contact information including First Name, Last Name, Email Address and desired Password.
2. Enter the appropriate registration code for your organization:
reg-diopensacolatalla-850-victorycrestview
3. Click **Validate** to confirm registration code.
4. Click the checkbox to agree to the Terms and Conditions
5. Click **Redeem**.
6. Write down your user login and password for future reference.
7. Answer the **Registration Questions** about your status and role within the Organization.
8. Click **Save & Continue**.
9. To begin training immediately, scroll down and click a course to start the content.

To contact the Support Team at support@praesidiuminc.com or 817-801-7773

Please use the chart below to determine which courses you are required to take. If you have any questions please contact your parish or school or diocesan site manager.

***Please note that courses with * are to be completed annually. All other courses expire after 5 years.**

Required Courses	
Employees:	
Athletic Coaches	1. Meet Sam 2. Policies 3. Keeping Your School Safe 4. Athlete Protection 5. *Promoting a Safe Environment: Employee Sexual Harassment Training
Preschool/School Employees	1. Meet Sam 2. Policies 3. Keeping Your School Safe 4. Duty to Report 5. Behavior management 6. *Bloodborne Pathogens 7. *Promoting a Safe Environment: Employee Sexual Harassment Training
Principals/Early Learning Center Directors	1. Meet Sam 2. Policies 3. Keeping Your School Safe 4. Duty to Report 5. *Bloodborne Pathogens 6. *Supervising for a Positive work environment 7. *Promoting a Safe Environment: Employee Sexual Harassment Training
Parish Employees	1. Meet Sam 2. Policies 3. Keeping Your Church Safe 4. * Promoting a Safe Environment: Employee Sexual Harassment Training
Clergy	1. Meet Sam 2. Policies 3. Preventing Abuse and Exploitation in Pastoral Ministry 4. *Promoting a Safe Environment: Employee Sexual Harassment Training

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Deacon Formation	1. Meet Sam 3. Preventing Abuse and Exploitation in Pastoral Ministry 4. Recognizing Abuse and Exploitation in Elder Serving Programs 5. Abuse Risk Management for Volunteers 6. * Promoting a Safe Environment: Employee Sexual Harassment Training	2. Policies
Seminarians	1. Meet Sam 3. Preventing Abuse and Exploitation in Pastoral Ministry 4. Abuse Risk Management for Volunteers 5. Recognizing Abuse and Exploitation in Elder Serving Programs 6. *Promoting a Safe Environment: Employee Sexual Harassment Training	2. Policies
Catholic Charities Employees	1. Meet Sam 3. Duty to Report	2. Policies 4. *Promoting a Safe Environment: Employee Sexual Harassment Training
Catholic Charities Supervisors	1. Meet Sam 3. *Promoting a Safe Environment: Supervisor Sexual Harassment Training 4. *Promoting a Safe Environment: Employee Sexual Harassment Training	2. Policies
Cemetery Employees	1. Meet Sam 3. Duty To Report 4. *Promoting a Safe Environment: Employee Sexual Harassment Training	2. Policies
Pastoral Center	1. Meet Sam 3. Preventing Abuse and Exploitation in Pastoral Ministry 4. *Promoting a Safe Environment: Employee Sexual Harassment Training	2. Policies
*All supervisory personnel must also take the required course:	*Promoting a Safe Environment: Supervisor Sexual Harassment Training	
Volunteers:		
Athletic Coaches	1. Meet Sam 3. Athlete Protection	2. Policies 4. Abuse Risk Management for Volunteers
Work with children	1. Meet Sam 3. Abuse Risk Management for Volunteers	2. Policies
Work with vulnerable adults	1. Meet Sam 3. Recognizing Abuse and Exploitation in Elder Serving Programs	2. Policies
Catholic Charities Volunteers	1. Meet Sam 3. Abuse Risk Management for Volunteers	2. Policies
*All supervisory volunteers must also take the required course:	*Promoting a Safe Environment: Supervisor Sexual Harassment Training	