

**Archdiocese of Anchorage  
Safe Environment Online Training Instructions  
How to complete the online training  
(required every two years)**



The Archdiocese of Anchorage Safe Environment Training for Clergy, Religious, Adult staff and volunteers is available online. It requires approximately 1 hour to complete.

**To Begin:**

Go to the Archdiocese of Anchorage website [www.archdioceseofanchorage.org](http://www.archdioceseofanchorage.org)

Click on the Safe Environment training link on the main page

**If you are a returning user**, log in with your username and password. Click on “my courses” to access your training. The renewal training is “Professional Boundaries and Behaviors.”

**Please note: retaking the first training on Serving Vulnerable Populations, will not give you credit for a renewal training.**

**If you are a new user**, click on create new account and complete the registration. Ensure that you have included which parish or school is your primary institution and if applicable, which is your secondary institution that you are completing training for. The Safe Environment Coordinator for that parish or school will receive an email regarding your training completion.

Select the training “Serving Vulnerable Populations”.

**Step 1** – read through the program, “Recognizing Child Abuse” and  
“Protecting Vulnerable Adults

**Step 2** – take the quiz

**Step 3** - read through the Archdiocesan Pastoral Code of Conduct and  
Acknowledge the Code of Conduct

**Step 4** – print out pocket card (optional)

**Step 5** – print out your certificate

If you encounter any problems in completing the training, contact tech support or contact me at (907) 297-7736.

Thank you,  
Jenny Michaelson  
Safe Environment Director  
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