



Step-by-Step Guide to Account Setup

North Alabama Conference of The United Methodist Church

Summary of Topics

Creating your Account
Using your Control Panel
Frequently Asked Questions



CREATING YOUR ACCOUNT



To create your MinistrySafe account, go to the [sign-up page](#) and select 'Membership' from the two options.

You will be asked to input information about you and your organization. On the third and final page of the signup process, you will be asked to provide billing information. This page includes a space to enter a coupon code. Enter the coupon code **UMCNA** to receive your annual Membership at no cost.

Once you have submitted billing information, you have instant access to your new account.

Ministry Safe The Risk The Safety System Trainings

Protecting children and those who **serve them**

MinistrySafe provides a complete Child Safety System designed to reduce the risk of child sexual abuse.

[Learn More About The Risk](#) [Sign Up](#)

MinistrySafe Membership

My Information -- Organization Information -- **Billing information**

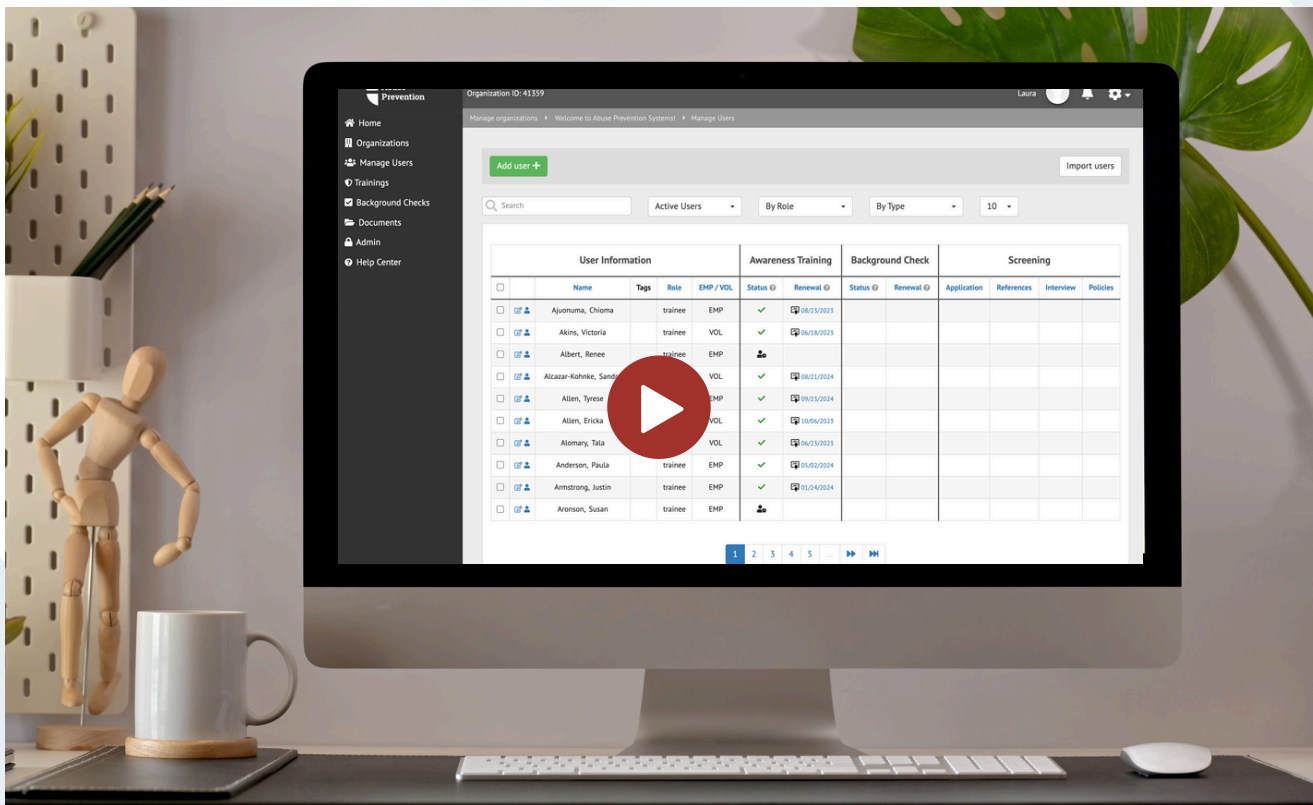
BILLING INFORMATION

COUPON CODE

Enter your code

USING YOUR CONTROL PANEL




Learn how to use your Control Panel



Video Tour

Tour the MinistrySafe Safety System



CREATE USER TAGS

Melissa   

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






- My account
- Organization information
- Organization settings**
- Back to admin

ers ▾ By Tag ▾ By Role ▾ By Type ▾ 50 ▾

		Awareness Training		Background Check		Screening			
Role	EMP / VOL	Status ?	Renewal ?	Status ?	Renewal ?	Application	References	Interview	Policies
trainee	EMP	✓	 09/28/2023			✓		✓	
trainee	VOL	✓	 07/12/2023	⊘		✓			





User Tags are customized organizational labels used to sort Users in your Control Panel. Tags may be specific to your organization, such as department, program or campus.

USER TAGS

Program	After School Care	 
Program	Athletics	 
Program	Fine Arts	 
Program	Lower School	 
School Year	2022-23	 
School Year	2023-2024	 

Category.. ▾ Tag Name SSA Only

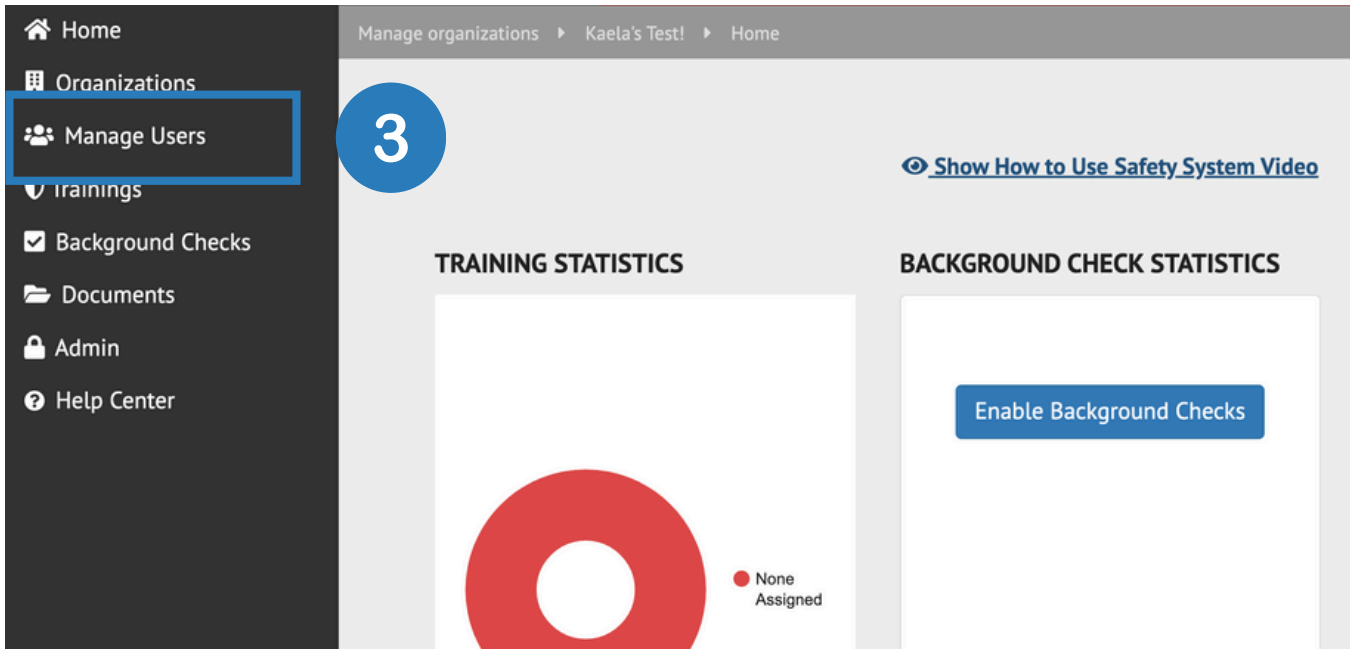
TAG CATEGORIES

Program	 
School Year	 

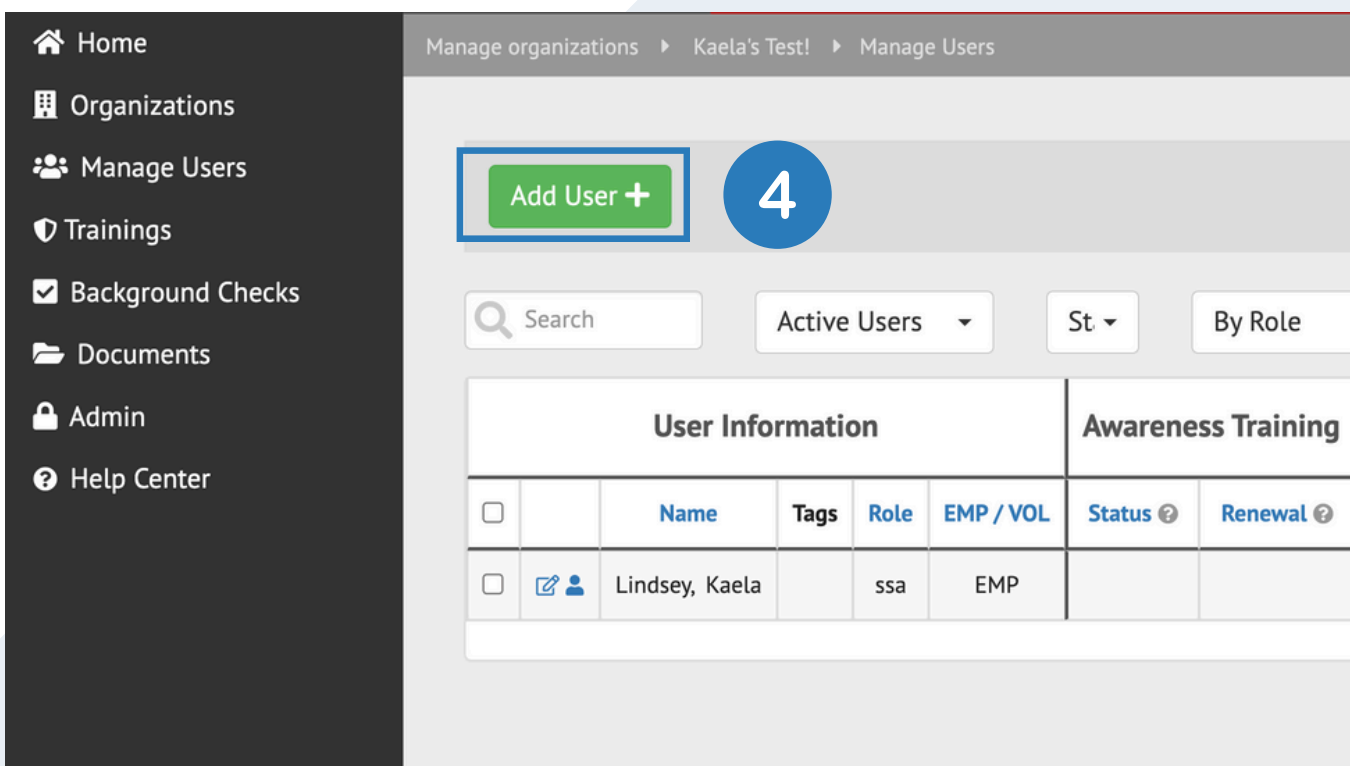
Category

2

ADDING USERS



CLICK 'ADD USER'



ADDING USERS

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Form fields for adding a user:

- First name
- Last name
- Email address
- Employee/Volunteer (Select One)
- Role (Trainee)
- Tags (Camp 2020, Camp 2021, Nursery, Preschool, Staff)
- Select Awareness Training Videos (Sexual Abuse Awareness Training, Sexual Abuse Awareness Training - California, Sexual Abuse Awareness Training - Camp, Sexual Abuse Awareness Training - Daycare, Sexual Abuse Awareness Training - Education, Sexual Abuse Awareness Training - Youth Ministry)

Show additional fields +

- Enter the User's name and email address
- Select the User's status: 'Employee' or 'Volunteer'
- Select the User's role
- Select a Tag
- Click 'Add User' and repeat the process for the next User

Background Checks

The screenshot shows a web application interface. On the left is a dark navigation sidebar with the following items: Home, Organizations, Manage Users, Trainings, Background Checks (highlighted with a blue box and a '1' in a blue circle), Documents, Admin, and Help Center. The main content area has a breadcrumb trail: Manage organizations > Kaela's Test! > Home. Below the breadcrumb, there is a link: [Show How to Use Safety System Video](#). The main content is divided into two sections: TRAINING STATISTICS and BACKGROUND CHECK STATISTICS. The TRAINING STATISTICS section shows a large red donut chart with a legend indicating 'None Assigned'. The BACKGROUND CHECK STATISTICS section features a blue button labeled 'Enable Background Checks'.

Enabling Background Checks

Manage Organizations > Kaela's Test! > Background Checks

Pricing
View pricing for our Background Checks. Contact us for customized packages and volume-based discounts.

How to Order Background Checks
Click here to learn more about ordering Background Checks.

FCRA Training Video
You must watch the Training video to completion.

09:12

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Next Steps: The Background Check Agreement will be emailed to you within 1-2 business days. You will receive an email notification once your account has been processed and is ready for ordering Background Checks!

Organizations
Manage Users
Trainings
Background Checks
Documents
Admin

View All In Process Legacy Continuous Monitoring

Order Background Checks

Search Active Users All Statuses

- Watch the 9-minute FCRA Training video to completion
- Monitor your email for receipt of the Background Check Agreement
- Complete the Background Check Agreement, ensuring all information has been entered properly
- Watch for an email confirming your account has been enabled
- Order Background Checks

FREQUENTLY ASKED QUESTIONS



How are we billed?

Annual Membership is prepaid for your ministry. For any Training fees, Background Checks, or annual fees in the future, MinistrySafe bills on the first of each month for the previous month's usage.

How efficient is the email system?

Very efficient! MinistrySafe sends tens of thousands of links per month, and over 95% reach the Trainee the first time.

How do we order Background Checks

After completing the enablement process, you can proceed with ordering Background Checks. Please view our Help Center article, ['How to Order Background Checks'](#) for detailed instructions.

How do we manage Background Checks?

The MinistrySafe [Help Center](#) contains an entire section dedicated to managing Background Checks. For further education, visit our ['All About Background Checks'](#) webpage.



Need help?

Check out our
[Help Center](#)

Still need help?

Give us a call,
send us an email
or chat!



Hours:
M-TH 9am-5pm Central
F 9am-3pm Central



Support@MinistrySafe.com



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