## Santa Teresa Catholic Church

## **Teen Leadership Training Instructions**

Shield the Vulnerable: 950 | Teen Safety Overview

## Before you begin:

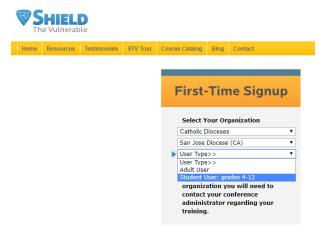
- Only use a laptop or a desktop computer. The Teen Leadership Training is not compatible with your iPad.
- If for some reason you cannot complete the training in one sitting, you can return to it. It will begin right where you left off. You will simply need to log in again.
- The test should take approximately one hour

## **INSTRUCTIONS**

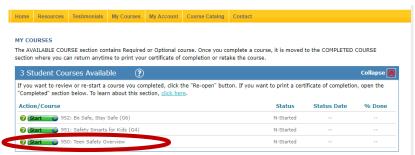
- 1) Log on to Shield the Vulnerable at www.shieldthevulnerable.org
- 2) If you have visited this website before, click "Login" and input your information.



- 3) If this is your *first time* visiting this website, click "Signup" and follow the instructions:
- 4) First-Time Signup: "Catholic Dioceses" > "San Jose Diocese" > "Student User"



5) Only take the **950: Teen Safety Overview** course! It may take about an hourto complete



6) When you have completed the course, you will see the screen below. Click "**Print Certificate**" to view the certificate:



- 7) Please "right-click" on your computer mouse to save the file as a PDF and email that PDF to info@santateresachurch.com. You should also print a certificate (or save the PDF) as a copy for your records.
- 8) **Congratulations!** You are all done! Any time you volunteer at a parish or a school in the Diocese, they may ask to see this certificate. You may print or email the file at any time, now that you have completed the Teen Leadership Training. You will find a copy of your Certificate in "Student Courses Completed."

