Abuse Prevention®

THE ABUSE PREVENTION SYSTEMS SAFETY SYSTEM

Tips for you and your team

Summary of Topics

Creating your Account
Using your Control Panel
Frequently Asked Questions

CREATING YOUR ACCOUNT

To create your Abuse Prevention Systems (APS) account, go to the <u>sign-up page</u> on the APS website. Select 'Membership' from the two options.

You will be asked to input information about yourself 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 i92023 to receive $100 off your first year's annual fee.

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

Coupon code

i92023

USING YOUR CONTROL PANEL

Learn how to add Users and send Trainings
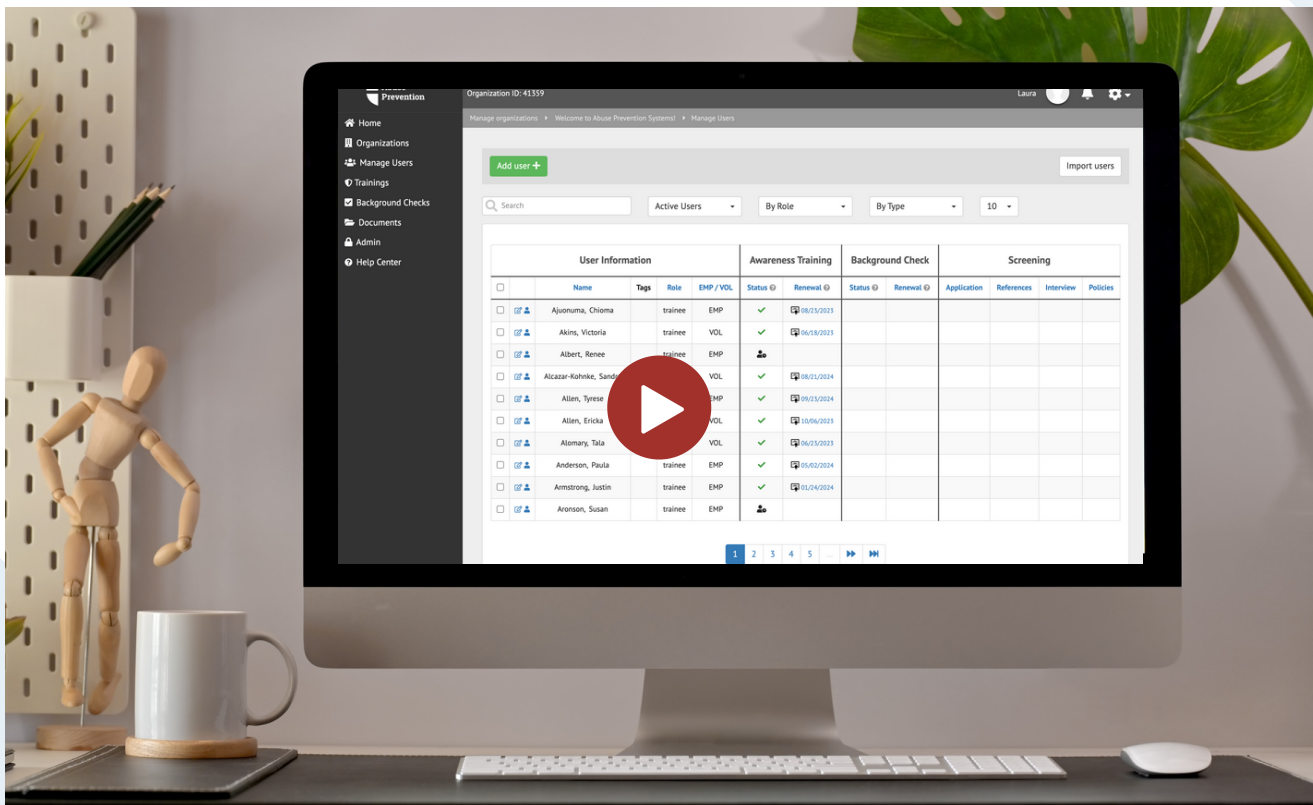
Video Tour

Begin by viewing a video tour of the Safety System

CREATE USER TAGS

Melissa

My account
Organization information
Organization settings ①

Back to admin

| | | 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 customizable labels to create organization within your Control Panel. Tags can be something that is specific to your organization such as department, program, or campus.

ORGANIZATION USER TAGS

🏷 Camp 2020	✎ ⊖
🏷 Camp 2021	✎ ⊖
🏷 Nursery	✎ ⊖
🏷 Preschool	✎ ⊖
🏷 Staff	✎ ⊖

| Tag Name | Add tag ➕ | ② |

ADD USERS AND SEND TRAINING

TRAINING STATISTICS

- Completed (Current)
- None Assigned
- Assigned (Incomplete)
- Needs Renewal

CLICK 'ADD USER'

ADD USERS AND SEND TRAINING

5

First name

Last name

Email address

Employee/Volunteer

Select One

Role ⓘ

Trainee

Show additional fields +

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

To send other trainings, go to **Trainings.**

-Enter the Trainee's name and email address
-Select if they are an 'employee' or 'volunteer'
-Select 'Trainee' as the role
-Select a Tag and a Training to send
-Click 'Add User' and repeat process for next Trainee

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 Sports

To send other trainings, go to **Trainings.**

Cancel   Add user ⓘ

What happens next?

Abuse Prevention Systems will automatically send an email to your Trainees containing a link to the online Training. Your Trainee simply needs to click on the link in the email.

After clicking on the link, your Trainee will be prompted to watch the Sexual Abuse Awareness Training, which is about 1 hour in length. After watching the Training, your Trainee will be prompted to take a short quiz, which is scored online. A score of 70 or better will generate a Certificate of Completion.

Once your Trainee has completed the quiz, an email containing the Certificate of Completion will be sent to the Trainee and you, the Safety System Administrator. The online Control Panel will also update to reflect the completion and calculate the renewal date for the Training.

If the Training is not completed in a reasonable time period, check with your Trainee to determine if there is a problem, or simply resend the Training link. You can also enable renewal reminders in your Training Settings.

	By Tag		By Role

		Awareness Training	
Role	EMP / VOL	Status ?	Renewal ?
trainee	EMP	✓	09/28/2023
trainee	VOL	✓	07/12/2023
trainee	VOL	✓	01/01/2023
supervisor	EMP	✓	10/10/2022

FREQUENTLY ASKED QUESTIONS

How efficient is the email system?

Very efficient! APS sends tens of thousands of links per month and over 95% of them get to the Trainee the 1st time.

How are we billed?

For any trainings, background checks, or future annual fees, APS bills on the first of each month for the previous month's usage.

Why might a trainee not receive the email?

Incorrect email addresses account for the majority of errors. However, because this is a *child sexual abuse* Training, some spam filters send the email to junk or block the email altogether.

Can I send the link to any email address?

Yes, you can send the link to any email. You can forward it; copy and paste the link; whatever you need to do. Just remember the Training link is specific to one Trainee and that Trainee must complete the Training using his or her own link.

Need help?

Check out our
Help Center

Still need help?

Give the APS office a call or send us an email or chat!

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

Support@AbusePreventionSystems.com

833-737-7233 Toll Free