

First Time Applying for Safe Places - Youth Certification:

1. Visit the Safe Places Online Portal at **safeplaces.saasycloud.com** and register as a Public User
2. Complete your Profile information
3. Gather all necessary documentation for upload
4. Visit your Dashboard and **Apply** to become Youth Certified
5. Once the application process has been completed, you will receive an email from the portal that your certification has been received.

Recertification - To be completed every four years:

1. Visit the Safe Places Online Portal at **safeplaces.saasycloud.com** and login (if you were previously certified and have not set up an online account yet follow the instructions for **Certified New User** to activate your online account first).
2. Gather all necessary documentation for upload
3. Your dashboard will show an option to **reapply**
4. Complete Online Application

Certified New User - Activate Your Account

Anyone who has completed Safe Places previously is called a **Certified New User** and has been allocated an Account in the new Online Portal.

To activate your Online Account you will receive an Activation Email via the contact email we currently have on file for you. Follow the instructions and contact **portal@safeplaces.ca** if you have any issues.

What if I have not received an Activation Email?

- The email address we had on file may no longer be valid or no email address was provided at the time of application and we have no way of contacting you.
- We may not have sent the activation email yet because your time for recertification is not immediate and we are prioritizing account activation for those who are due to expire first.

Please contact us at portal@safeplaces.ca if the following applies to you:

- You would like to activate your online account immediately.
- Your Safe Places certification is expiring soon, and you have not received an Activation Email for your online account.

We will require your name, email address and Safe Places Card Number.