What is the Safe Places Online Portal?

The Safe Places online portal is a platform that individuals use to apply to become Safe Places – Youth Certified. To find out what the requirements are for Safe Places – Youth Certification visit <u>www.safeplaces.ca</u>

Before you can apply for Safe Places Certification you must first create / or activate your online Portal Account.

How do I register for an Account?

You are considered one of the following applicants:

1. New User - Never had a Safe Places Certification before

- Details on how to do this are contained in this user manual

2. Certified New User – Have been Safe Places Youth Certified before / currently

- Details on how to do this are contained in the 'previously certified' user manual

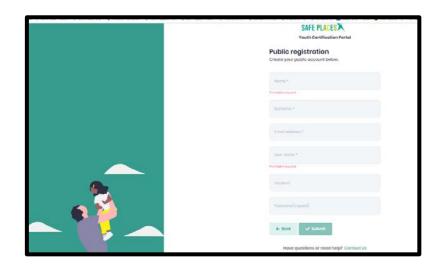
To Access the Online Portal, you can visit: <u>https://safeplaces.saasycloud.com/</u>

SAFE PLACES
Youth Certification Portal
Welcome Please select what you want to continue as below. Public For individuals Public For administration
Have questions or need help? Contact Us
More options
Safe Places Public Directory
What is Safe Places?
Powered by
Saasy
A SaasyPortal solution = 2020-2022 SaasyCloud.com

Setting Up your Online Portal Account – First Time Applicants

1. Visit the <u>Safe Places Online Portal</u> and click on ' Public'	<image/> <image/> <section-header><section-header><image/><image/><section-header><image/><image/><image/><image/><image/></section-header></section-header></section-header>
2. Click on FIRST Time Applying? (Create an Account)	Public log in Iam not a public user. User name or email * Passendet

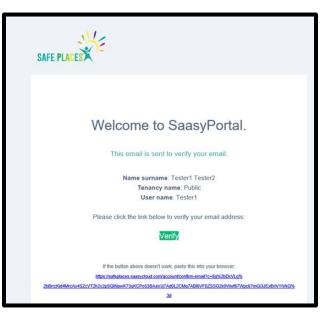
3. Complete the Registration and Click Submit



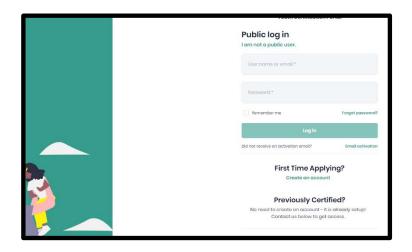
4. Verify Your Email You will be asked to verify your email from <u>safeplaces@saasycloud.com</u>

The email will outline your username and a 3-letter provisional password

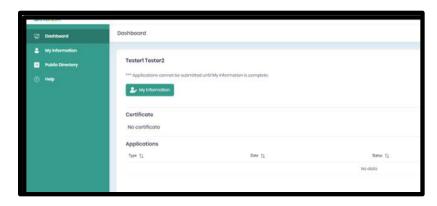
Click on VERIFY and you will then be asked to set a new password



5. Login to your account



6. Complete My Information



Ensure that you complete every section and then press **SAVE**

If you can not save the information, it may mean that a box is not completed correctly

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S My Information					
Public Directory Textp		Account Details Email*			
	Public \Textert	Personal Details			
	Preside Teleport	First Nome *	Middle nome		Last norme *
	My Organizations	Tostort			Tostor2
		Date of birth*	Phone type *	Phone number *	
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	No associated organizations	Address Details			
	Add one new	Address line 1*		Address line 2	
		The field is required.			
		City*	Province *		Postoi *
		The field is required.	The field is request.	Ÿ	AGA GAD
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You must select an
organization to be affiliated
to – you may select as all
that apply to you.

Your Account is ready, and you can now apply for Safe Places – Youth Certification from your DASHBOARD

	Account Details	
	Emcil *	
	tostori@tost.co	
Public \ Tester1	Personal Details	
My Organizations	Add an ogranization	2
	Please soloct an organization	÷
	Please select an organization	
	City of Swift Current Employees	
No associated organizations	Address Details	
Add one now	Address line 1*	
	My Organizations	Image: Sector

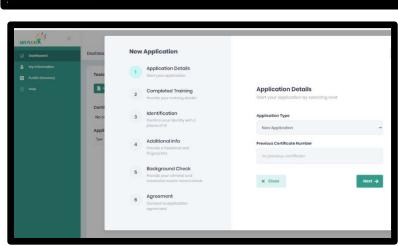
Apply Online

Once you have completed the section '**My Information'** you will see that on your dashboard there is the option to **Apply now**. If you do not see this option, it is because you have not completed all the required fields within the **My Information** section.

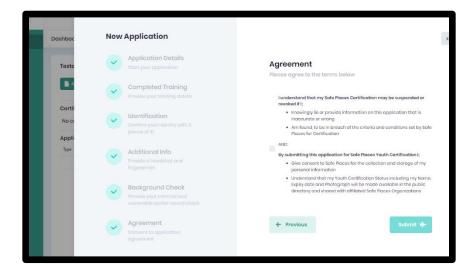
Ensure that you have all the documents ready to upload as part of your application. The documents required can be found in the Help Section of the Portal or <u>HERE</u>

SAFE PLACESX			
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 My information Public Directory Help 	Testeri Tester2		
	Certificate No certificate		
	Applications		
	Type 11	Date 11	Status †1
			No diata

Complete each section with the relevant information and upload the required documentation at each step.



Click **SUBMIT** when you are finished



You will notice on your Dashboard that your application STATUS will say SUBMITTED

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rd	Dashboard			
	Tester1 Tester2 *** Application pending review Certificate No certificate			
	Applications Type 11 New Application	Date 11 May 20, 2022	Status 11 Submitted	Actions Open

If your application is approved, you will receive a copy of your Safe Places certificate via email, and it will always be available in your Dashboard.

> Status Centified



If your application is missing some information required for approval – you will receive a notification and a request to provide that information. The status of application will change from Submitted to

Need More Information

Dashboard

Tester1 Tester2

Certificate 🖪 View

Tester1 Tester2			
*** Application pending review			
Certificate			
Number	Status	Issued	Expires
7001	Certified	May 20, 2022	May 22, 2021
Applications			
Type 11	Date 11	Status 11	Actions
New Application	May 20, 2022	Need More Information	Open

You will be able to open and edit your application, review the information that is required for approval and upload / provide missing information and **SUBMIT AGAIN.**

nboard	Dashboc	Edit Application			
	Teste	1 Application Details Start your application	Application Details Start your application by selecting next		
	••• Apr	2 Completed Training Provide your training details	More information is needed to complete your application:		
	Numt 7001	3 Identification Confirm your identity with 2 places of ID	We require you to notake your reapect group training as this certificate is too old. We require a new record check - within the last 3 months		
	Appli Type	4 Additional Info Provide a headshot and fingerprints	Application Type Now Application		
		5 Background Check Provide your criminal and witherable sector record check	Previous Certificate Number		
		6 Agreement Consent to application agreement	X Close Next ->		

Once Approved you will appear in the <u>PUBLIC DIRECTORY</u> AS YOUTH CERTIFIED and must recertify and reapply in 4 years.

ANNUAL DECLARATION

To maintain your Youth certification, you must complete an annual declaration each year until it is time to recertify and reapply.

Individuals will receive notification that their annual declaration is available to complete on their dashboard.

Anyone that does not complete the annual declaration within 2 weeks after the anniversary date will no longer appear in the public directory as Certified

Annual Declaration	
Certificate number	
5006	•
ince the last Criminal Background Check or Offence Declaratio laces, you will be required to self -declare the following:	n completed by you for the purposes of Safe
Any offence which you have been charged with since you	last background check / declaration
Criminal charges or any other charges, including those fro agency, currently pending or threatened against you?	m a sport body, private tribunal or government
All persons that self-declare new offences may be required to se maintain their certification status	ubmit a new background check for review to
DECLARE, since the last Background Check or Annual Declaration	on collected by Safe Places, that:
I have NO convictions under the Criminal Code of Canada or this declaration for which a pardon has not been issued or g	
I have oriminal charges or another charge, including those fr agency, currently pending or threatened against me. OR:	om a sport body, private tribunal or government
I have ONE OR MORE convictions	
I understand that my Safe Places Certification may be suspe information on this declaration that is inaccurate or wrong.	nded or revoked if I knowingly lie or provide
AND;	
I understand that until my Declaration has been authorized, i that I am certified	my Safe Places Certification Status may not show
	Cancel

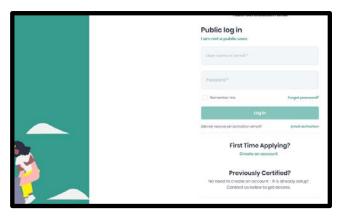
DECLINED APPLICATION – Your status will show **DECLINED** if your application has not been approved. If you would like to appeal this process or need more information please contact Safe Places.

Renewing Your Safe Places Certification Online

When it is coming up to your renewal date you will see that on your dashboard there is the option to **Apply now** (if you have expired already) or **Renew Now** if your time for renewal is approaching. If you are renewing your previous applications will still appear on your dashboard.

Contribution Cont	Dashboard Tester1 Tester2 Apply now Certificate		ready to uplo The documer	ou have all the documents ad as part of your applicati nts required can be found ir ion of the Portal or <u>HERE</u>	
	No contrification ord Applications motion Train 12 free file free file	Dashboard Testerl Tester2 Immov row Certificato Certificato Dashboard Number Tool Applications Type 11 New Application	Status Confied Dere 11 May 20.2022	Issued May 20.2022 Seeve TL Approved	Expires May 22.2026 Actions
Complete each se relevant informat the required doct each step. Note that if you a with fingerprints need to provide a again	ection with the tion and upload umentation at applied before – you do not	My definition My definition reals: reals:	and Application and Application Details tarty your experiments control of the Application Application (Application Application) and Application Application Operation Applications and Application Application Application and Application Applications and Applications	Application Details Storr your application by selecting next Application Type New Application Number Previous Cartificate Number x Clese	
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Account Access					
www.SafePlaces.	са			SAFE PLACES	

Visit the <u>Safe Places Online Portal</u> to access your Account and click on '**Public'** and **Login** to your account

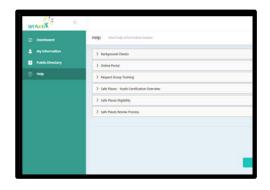


My Dashboard

- You can apply for Safe Places Certification
- You can manage and see the progress/status of your application
- You can re-apply for Safe Places Certification
- You can complete your Annual Declaration
- You can access your Safe Places Certificate once approved

Help Documents

You can access more information related to Safe Places – Youth Certification and the Online Portal



Public Directory

You can check to see who Youth Certified is by accessing the <u>Public Directory</u> Search first name or last name **(not both)** and part of a name

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