

Safe Places – Youth Certification Online Portal Manual - First Time Applicants

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 www.safeplaces.ca

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:

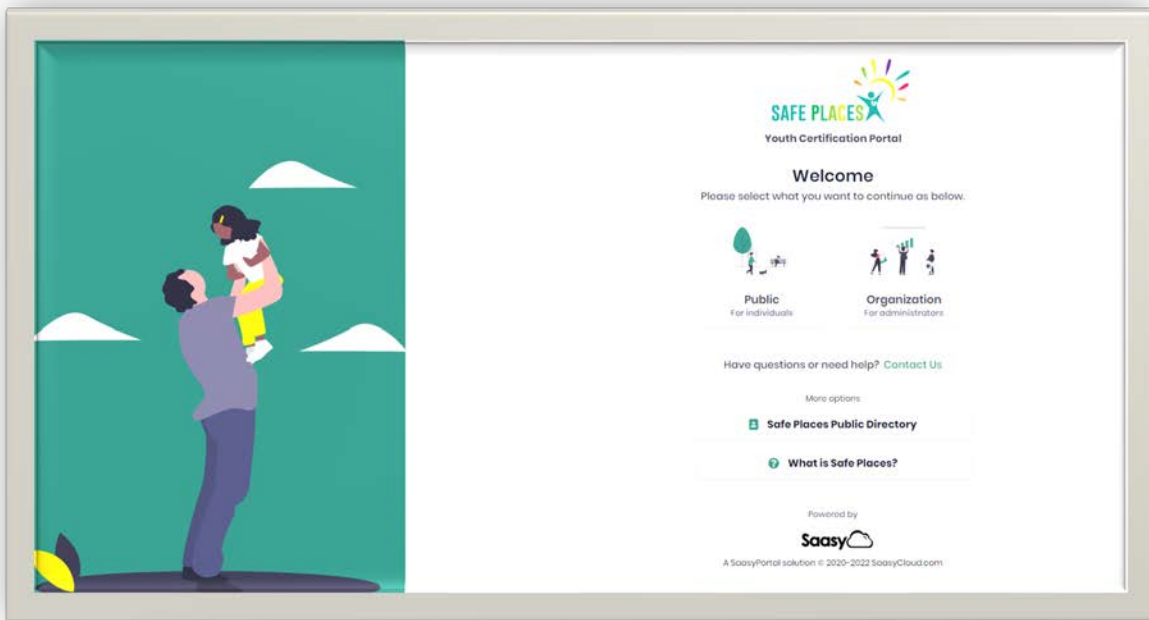
1. New User - Never had a Safe Places Certification before

- 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

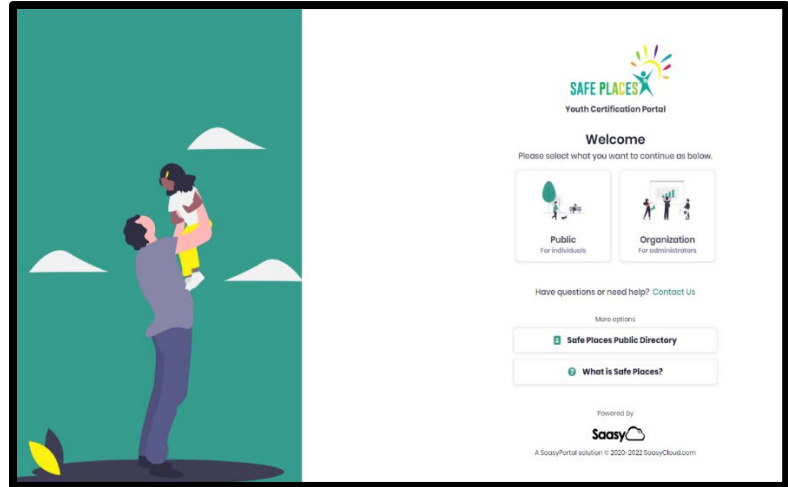
To Access the Online Portal, you can visit: <https://safeplaces.saasycloud.com/>



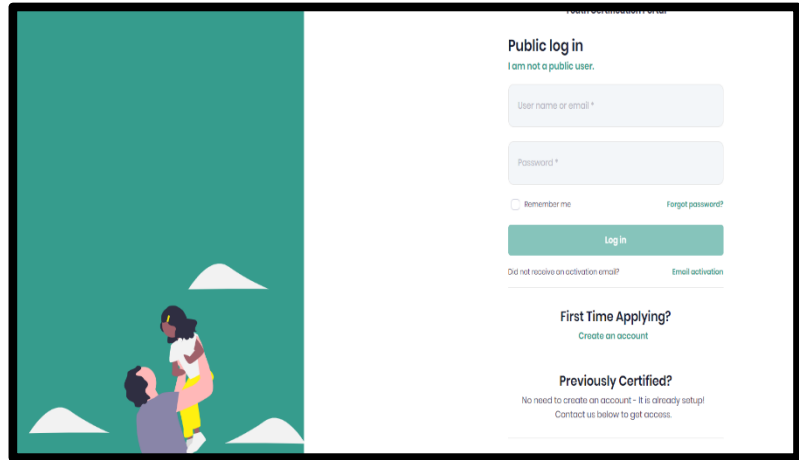
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Setting Up your Online Portal Account – First Time Applicants

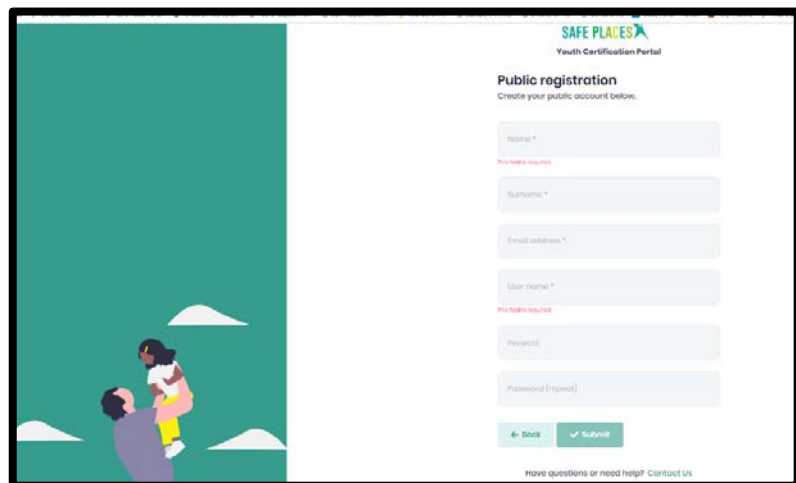
1. Visit the [Safe Places Online Portal](#) and click on 'Public'



2. Click on
FIRST Time Applying?
(Create an Account)



3. Complete the Registration
and Click Submit



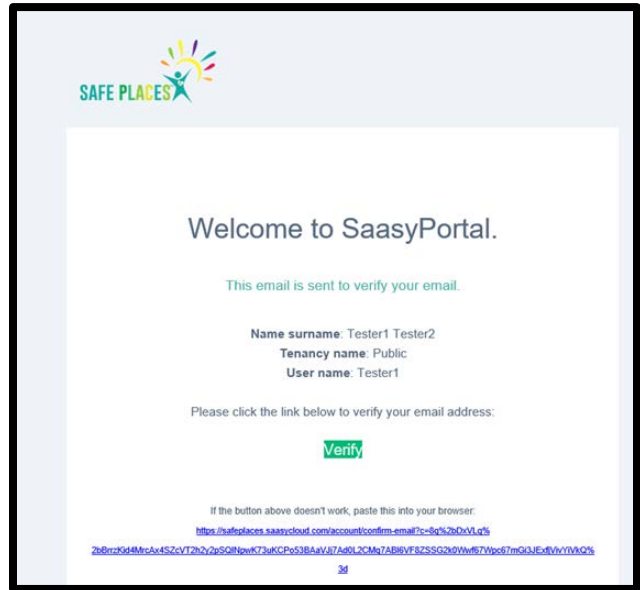
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4. Verify Your Email

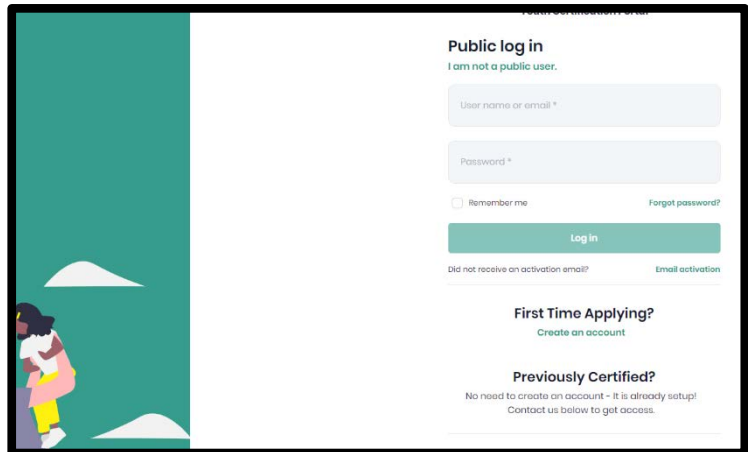
You will be asked to verify your email from safeplaces@saasycloud.com

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

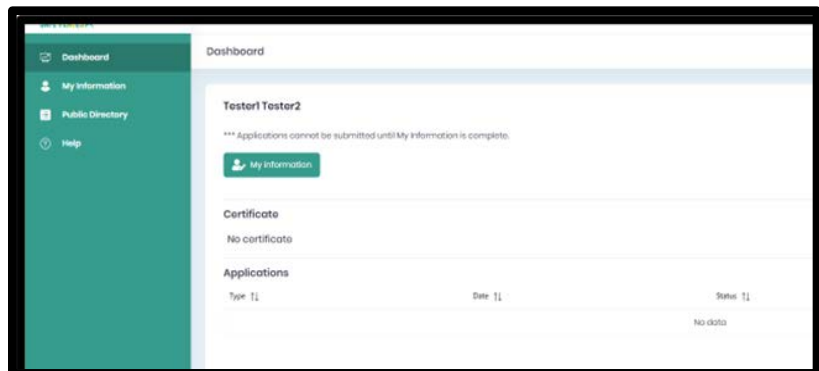
Click on **VERIFY** and you will then be asked to set a new password



5. Login to your account



6. Complete My Information



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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

You must select an **organization** to be affiliated to – you may select as all that apply to you.

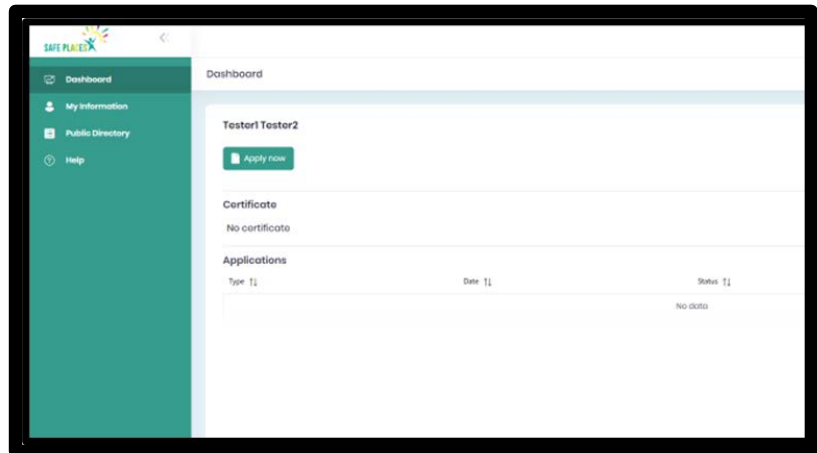
Your Account is ready, and you can now apply for Safe Places – Youth Certification from your **DASHBOARD**

Apply Online

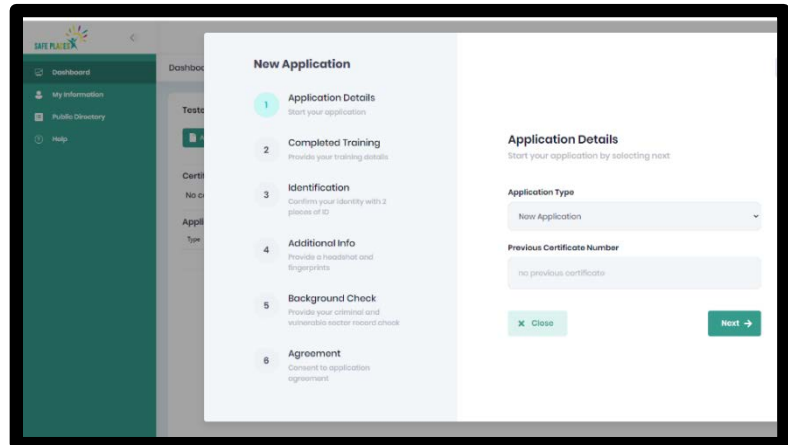
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Once you have completed the section 'My Information' you will see that on your dashboard there is the option to **Apply now**. If you do not see this option, it is because you have not completed all the required fields within the **My Information**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

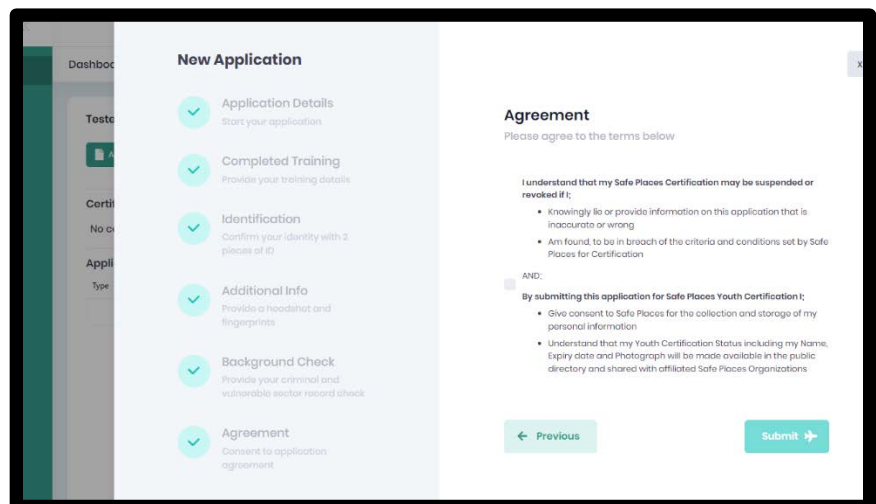
Ensure that you have all the documents ready to upload as part of your application. The documents required can be found in the Help Section of the Portal or [HERE](#)



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

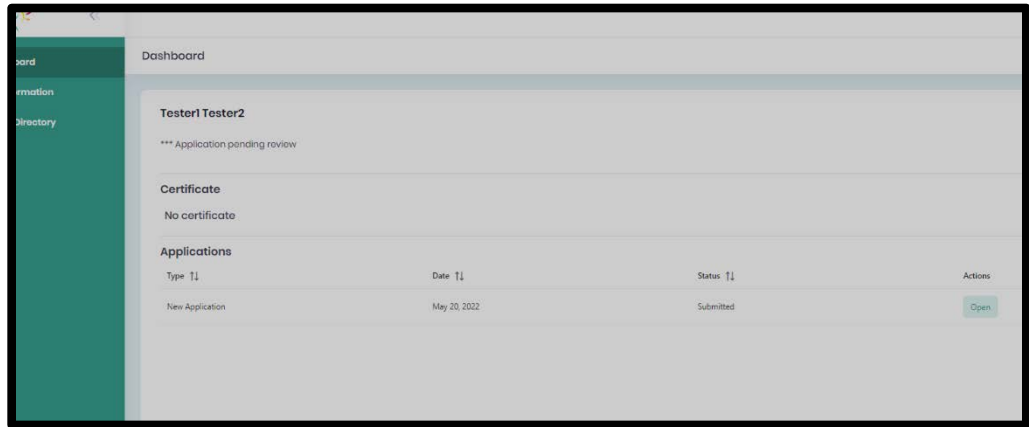


Click **SUBMIT** when you are finished

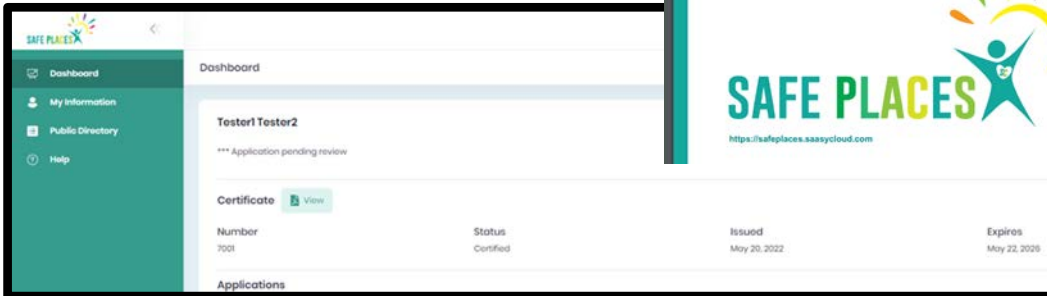


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You will notice on your Dashboard that your application STATUS will say **SUBMITTED**

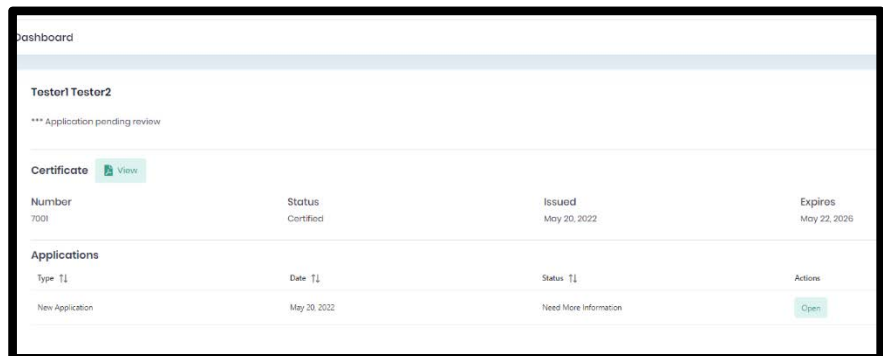


If your application is approved, you will receive a copy of your Safe Places certificate via email, and it will always be available in your Dashboard.



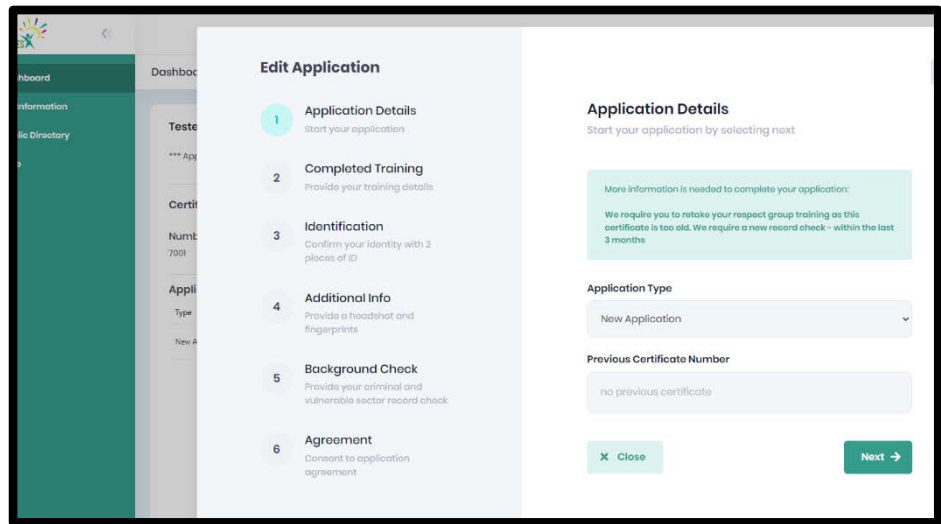
If your application is missing some information required for approval – you will receive a notification and a request to provide that information. The status of application will change from Submitted to

Need More Information



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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**.



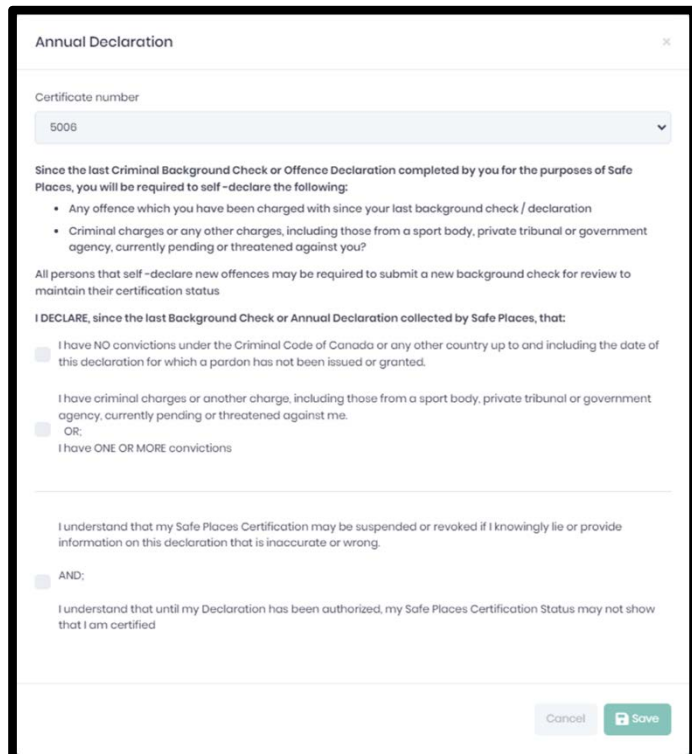
Once Approved you will appear in the [PUBLIC DIRECTORY](#) AS YOUTH CERTIFIED and must recertify and reapply in 4 years.

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**

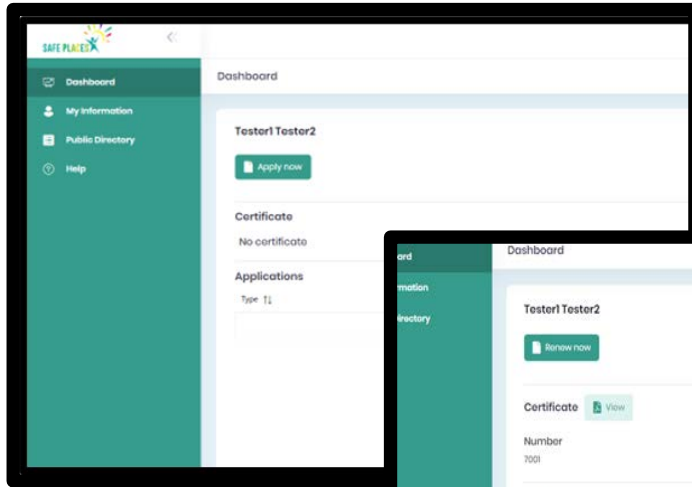


DECLINED APPLICATION – Your status will show **DECLINED** if your application has not been approved. If you would like to appeal this process or need more information please contact Safe Places.

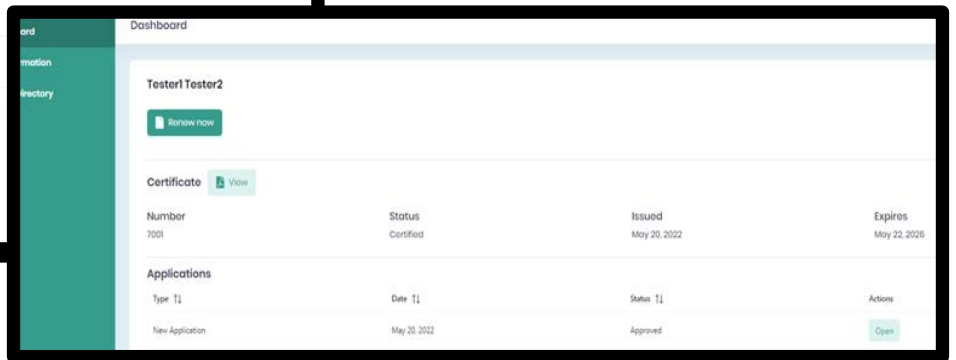
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Renewing Your Safe Places Certification Online

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.

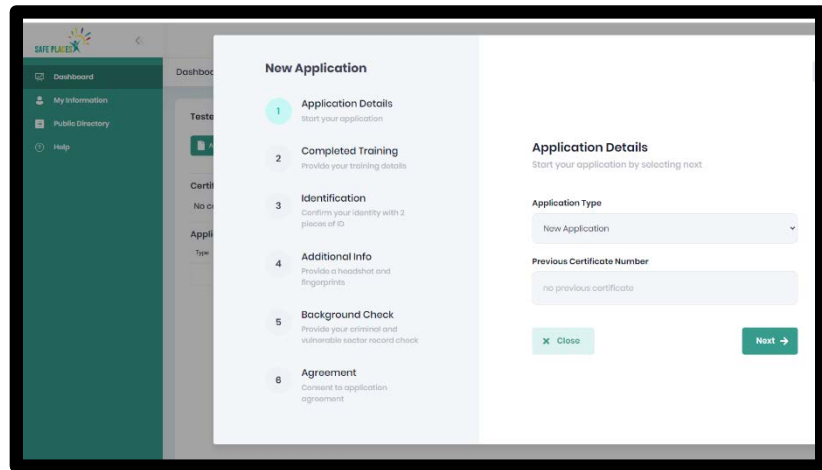


Ensure that you have all the documents ready to upload as part of your application. The documents required can be found in the Help Section of the Portal or [HERE](#)

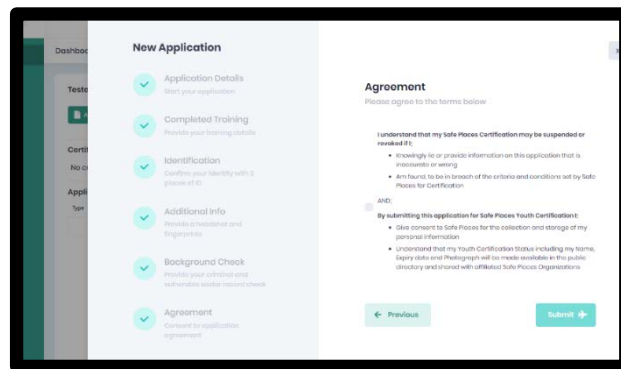


Complete each section with the relevant information and upload the required documentation at each step.

Note that if you applied before with fingerprints – you do not need to provide a copy of these again



Click **SUBMIT** when you are finished

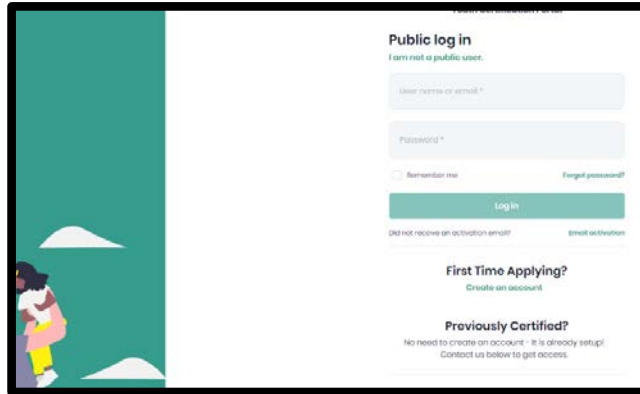


Account Access



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Visit the [Safe Places Online Portal](#) to access your Account and click on 'Public' and **Login** to your account

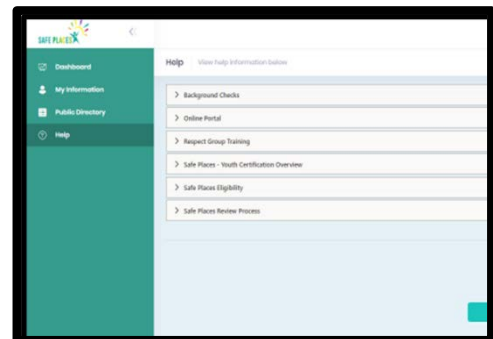


My Dashboard

- 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

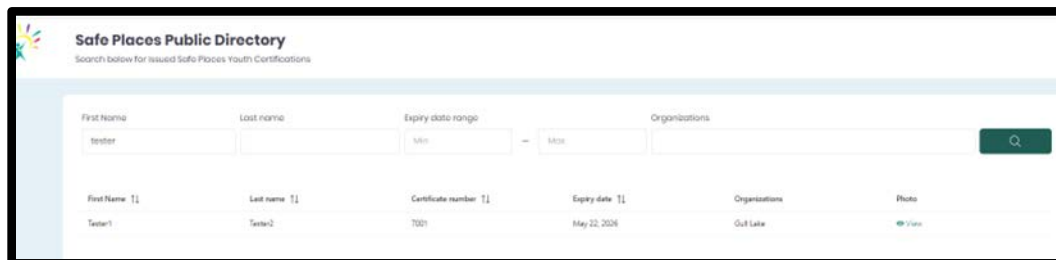
Help Documents

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 [Public Directory](#)
Search first name or last name (**not both**) and part of a name



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