#### 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 the User Manual for First Time Applicants

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

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

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



### Account Set Up FOR CERTIFIED New Users

If you have previously been Safe Places- Youth Certified, you do not need to create a new account. Safe Places has already set one up for you – You simply need to **ACTIVATE** the account by verifying your email.

### Verify Your Email

You will be sent an email verification notice from <u>safeplaces@saasycloud.com</u> - This notice will be sent to whichever account you last registered with Safe Places.

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

Click on **VERIFY** and you will be asked to input the username and temporary password to login and then asked to set a new password

If you have not received an activation email from Safe Places please contact us or review the FAQ's as to why here



You will be given access to your account after confirming your new password and can follow the steps below to complete your account information and access your dashboard to apply / recertify.

You may also Access the portal and request an Email Activation if you have not received your verification email yet.

		-	SAFE PLACES Youth Certification Portal Current tensor: Public (Change)
Password *			Email activation
Romombor mo	Forgot password?		To access your account you need to first, activate your email address. A link will be sent to your email to activate your account. If you don't get an email within a few minutes, please re-try.
Log in			Email address *
Did not receive an activation email?	Email activation		
First Times App	lying?		← Back ✓ Submit
Create an acco	unt		Have questions or need help? Contact Us
			More options
Previously Cer	rtified?		Safe Places Public Directory
Contact us below to g	et access.		What is Safe Places?
			Powered by
Have questions or need he	elp? Contact Us		Saasy
More options			
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**Complete My Information** 

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My Information     Public Directory     Help	Testorl Tostor2 *** Applications cannot be submitte	d until My Information is complete.	
	Certificate No certificate		
	Applications Type 11	Dute 11	Status 11
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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

	My information Understanded Internation takes					
C Dethoord						
My Information		A company to the local sectors.				
Public Directory		Account Details				
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		Date of birth *	Phone type *	Phone number *		
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	No associated organizations	Address Details				
	Add sine news	Address line 1*		Address line 2		
		The field is required				
		City*	Province *		Postel *	
					✓ A0A 0A0	

You must select an **organization** to be affiliated to – you may select all that apply to you. Your Account is Ready, and you can now apply for Safe Places – Youth Certification from your DASHBOARD



### Apply / Renew Your Safe Places Certification 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 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.

SMEPLEEX C Destributer My Information Public Directory Netp	Dashboord Testorl Tostor2	Dashboard Tester1 Tester2 Apply now Certificate		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>			
	No certificate Applications Type Ti	and metion Heatary	Dashboard Tester1 Tester2 Benow now Certificate				
			Number 7001 Applications 7904 11 New Application	Status Centred Der 11 May 20 2022	Issued Mary 20, 2022 Sense 11 Approved	Expires May 22, 2026 Actions Open	

New Application

1 Application Details

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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



**Application Details** 

Click SUBMIT when you are finished

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You will notice on	bard	Dashboard			
your Dashboard that your application STATUS will say	emation Directory	Tester1 Tester2 *** Application pending roview Certificate No certificato			
SUBMITTED		Applications	Date 1	Status 11	Actions
		New Application	May 20, 2022	Submitted	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.

YOUTH CER	TIFIED	SC
Issue Date: 5/20/2022 Expiry Date: 5/22/2026 Certificate # 7001		
SAFE PLA	<b>E9</b>	
Issued May 20.2022	Expires May 22, 2026	

### **Incomplete Application**

Dashboard

Testerl Tester2

Certificate

FE PLACES

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			
Tostor1 Tostor2 *** Application pending review			
Certificate View Number 7001	Status Certified	Issued May 20, 2022	Expires May 22, 2026
Applications	Date 11	Status †1	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.** 

hboard	Dashboc	Edit Application	
	Teste	Application Details Start your application	Application Details Start your application by selecting next
a na	*** Ap;	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 inquire you to ratake your respect group training as this certificate is too idd. We require a new record check – within the last 3 months
	Appli Type	4 Additional Info Provide a headehot and fingerprints	Application Type New Application
	-	5 Background Check Provida your ariminal and vulnerable sector record check:	Provious Certificate Number
		6 Agreement Consent to application	X Close Noxt -

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	~
Since the last Criminal Background Check or Offence Declaration compl Places, you will be required to self-declare the following:	leted by you for the purposes of Safe
Any offence which you have been charged with since your last back	ckground check / declaration
<ul> <li>Criminal charges or any other charges, including those from a spo agency, currently pending or threatened against you?</li> </ul>	rt body, private tribunal or government
All persons that self-declare new offences may be required to submit a maintain their certification status	new background check for review to
I DECLARE, since the last Background Check or Annual Declaration collec	ted by Safe Places, that:
I have NO convictions under the Criminal Code of Canada or any oth this declaration for which a pardon has not been issued or granted.	er country up to and including the date of
I have criminal charges or another charge, including those from a sp agency, currently pending or threatened against me. OR:	ort body, private tribunal or government
I have ONE OR MORE convictions	
I understand that my Safe Places Certification may be suspended or information on this declaration that is inaccurate or wrong.	revoked if I knowingly lie or provide
AND;	
I understand that until my Declaration has been authorized, my Safe that I am certified	Places Certification Status may not show
	Cancel Save

**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.

#### **Account Access**

Visit the <u>Safe Places Online Portal</u> to access your Account and click on ' <b>Public'</b> and <b>Login</b> to your account			SAFE PLACES Touth Certification Portel Welcome Places select what you want to continue as below.
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	First Time Appl Create an access Proviously Cert No need to create an accourt - # Contact us below to get	ving? « ified? is already setup! access	A bourphoted voldiger 6 2020 2021 bourg/Chood care

#### 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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