



# Safe Ministry Information System ('SMIS') USER GUIDE

This is a user guide for the Diocesan Safe Ministry Information System (SMIS).

SMIS securely stores Safe Ministry Screening records on our internal Diocesan Servers.

## Step 1: Registration

To register, click the URL below (or copy and paste into your web browser)

[https://safeministries.anglicands.org.au/forms/personal\\_information/add/](https://safeministries.anglicands.org.au/forms/personal_information/add/) and fill in the requested information (as shown below).

The registration form consists of two main sections. The first section contains fields for: Title\* (dropdown menu), First Name\*, Middle/Other Names, Last Name\*, Other/previous last name, and Date of Birth\* (with a calendar icon). The second section contains fields for: Mobile, Work Phone, Home Phone, and Email\*. A blue 'Submit' button is located at the bottom of the second section. A note below the phone fields reads: "If you've not received the email with your login details after 30 minutes, please check your spam folder. If still not received, please contact safeministry@anglicands.org.au".

Once complete, click the '**submit**' button.

## Step 2: Verification

You will receive an email welcoming you to the system (check your spam/junk folder if you do not receive this email).

Click on the LOGIN LINK.

*If the email does not arrive within 30 minutes please email safeministry@anglicands.org.au (business hours Tuesdays - Thursdays).*



## Step 3: Sign-in

Enter the user name and password found in the verification email.

The sign-in form features the Anglican Diocese of Canberra & Goulburn logo at the top. It has two input fields: 'Username' and 'Password', both with eye icons for visibility. Below the fields are two checkboxes: 'Keep me logged in' and 'Forgot your password?'. A blue 'Sign-in' button is at the bottom.

## Step 4: Change password

Create a password of 8 or more characters.

The change password form has three input fields: 'Current password', 'New password', and 'Confirm password'. The 'New password' field has a strength indicator icon. A note above the 'New password' field states: "New password must be at least 8 characters long." A blue 'Change password' button is at the bottom.

## Step 5: Identity and declarations

Your Personal Information (information provided by you during registration)

Title	First Name	Last Name	Date of Birth	Mobile	Email
Mr	JOe	Blogs	01-03-2021	0413028160	peter.barnett1971@gmail.com

Welcome to Safe Ministry

Welcome to the Identity & Declaration Section: Identity Documents

Please select identity type:

Please upload identity type:

**Security\*** I declare that I am answering all questions and filling out all information herein truthfully and honestly. In completing my Safe Ministry checks and training I declare that I will not provide others access to my information or share my login details to this online system.

I acknowledge I have read and understood the

### 1. Identity check

Upload one type of identity document. Scan this onto your computer and use the Upload File button (follow the prompts).

### 2. Declarations

Read and check the acknowledgement box for each declaration.

Click

**IMPORTANT** - The information required here is the same as is required by General Synod of the Anglican Church of Australia on the Safe Ministry Check Questionnaire (hard copy form).

## Step 6: Primary Record

1. Select your Ministry Unit (Parish)

2. Select your Ministry Classification

Select the highest applicable Ministry Classification for your current role.

3. Select your Role/s.

Select all your current roles from the drop down menu.

4. Start and End Date

The start date relates to when you started at your current Ministry Unit.

*Please leave the end date blank.*

Primary Record

**Belongs to\*** JOe Blogs

**Ministry Unit\***

**Ministry Classification\***

**Role\***

**Start Date**

**End Date**

Category 1 - Clergy

Category 2 - Licensed Lay person and Paid Workers

Category 3a - Volunteer in Ministry with Children/Vulnerable People

Category 3b - Volunteer (13-17 years) in Ministry with Children/Vulnerable People

Category 4 - Volunteer and Helper (Non Child or Vulnerable People)

**Ministry Unit\*** Batemans Bay

**Ministry Classification\*** Category 1 - Clergy

**Role\***  Aged Care Home - Facilitator  Area Dean  Rector

**Start Date**

**End Date**

You are now set up in SMIS and ready to commence screenings for your role.

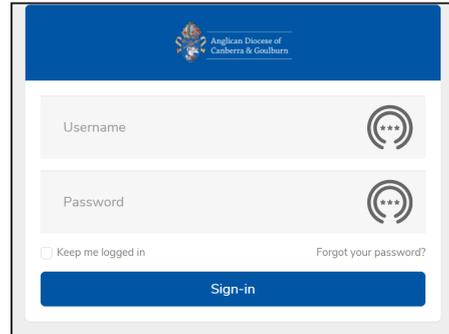
Please feel free to log out at any time then follow instructions on page 3 for re-entry in to SMIS.

# Completing Screenings

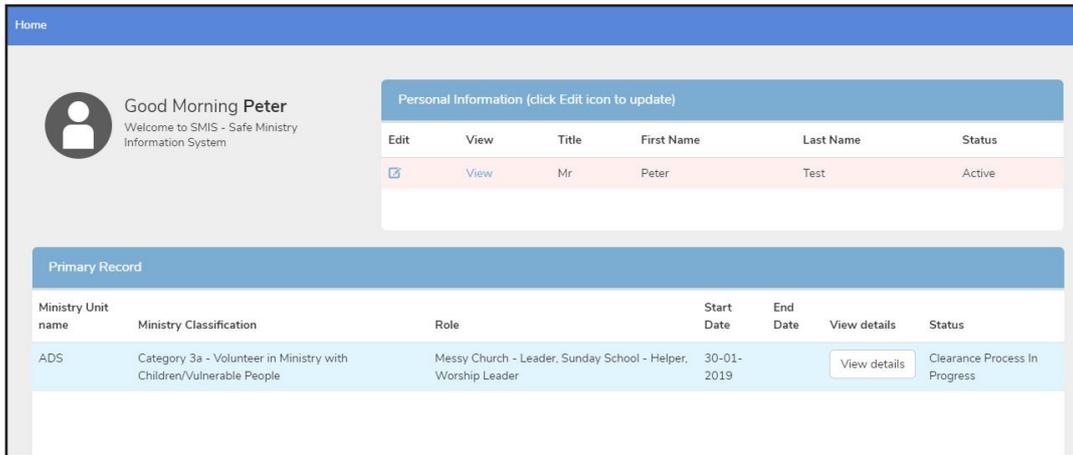
## Returning to SMIS

Use the link below to access SMIS:

<https://safeministries.anglicands.org.au/login>



## Home page



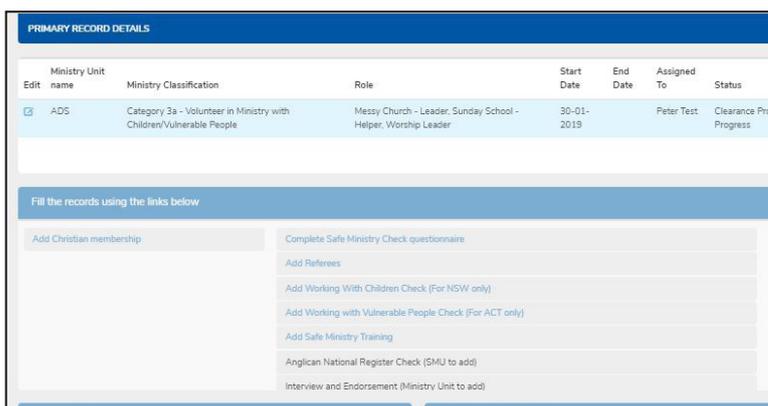
## The HOME button



If you need to go to your Home screen at any time click 'Home'.

## Screenings

To complete/continue screenings, click 'View details' in your Primary Record

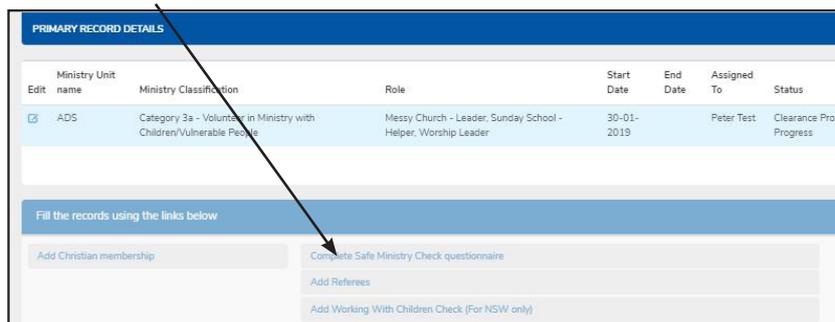


Complete the 'screenings' that appear in **BLUE** text.

Screenings that appear in **BLACK** text will be completed either by the Diocesan Safe Ministry Unit or your Safe Ministry Coordinator.

# Safe Ministry Check Questionnaire/Declaration

Click 'Complete Safe Ministry Check questionnaire/declaration'



## Information for completing the Questionnaire or declaration:

1. We understand that this is sensitive information. Be assured that only the Diocesan Safe Ministry Unit has access to/can see your answers.
2. This is a screening that you need to complete in one sitting, as the system can only save your answers once you click 'Submit'.
3. Many people answer 'Yes' to the risk management questions in this screening. In providing reasons for a 'Yes' answer, please be as detailed as possible. As stated in the system, a 'Yes' response does not automatically rule you out from being able to serve at church. In such instances, the Diocesan Safe Ministry Unit will provide a risk report to your Rector or the Bishop for consideration.

- Once you have completed a screening it will appear on your homepage.
- The Safe Ministry Unit can then commence the verification process for that check.

Should you have any questions, please email the Diocesan Safe Ministry Unit: [safeministry@anglicands.org.au](mailto:safeministry@anglicands.org.au)

*Thank you for your commitment to keeping people safe at church.*