

HOW TO ACCESS KIWANIS YOUTH PROTECTION ONLINE COURSES THROUGH PRAESIDIUM ACADEMY



1. If chaperone is a Kiwanis member and SLP advisor:

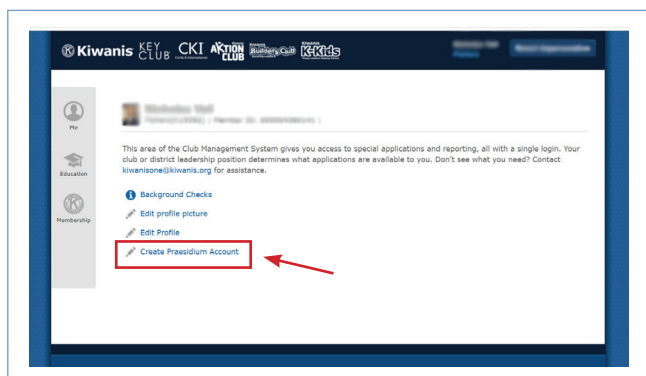
- A learner account has been created in praesidiumacademy.com with the email Kiwanis International has on file.
- To access online courses, go to praesidiumacademy.com and enter the email Kiwanis has on file.
- If this is first time to log in, click "forgot your password" to establish a new password.

The image shows the Praesidium Academy sign-in page. At the top, it says 'PRAESIDIUM ACADEMY' and 'Sign In'. There are two input fields: 'Email Address' and 'Password'. Below the password field is a link that says 'Given a code to create an account?'. To the left of the 'Forgot your password?' link, there is a yellow callout box with a red border containing the text: 'Enter email Kiwanis has on file. Click "Forgot your password?" if you need to reset a new password.' A red box highlights the 'Forgot your password?' link. A blue 'Sign In' button is at the bottom right.

- There will be a three-question survey to fill out.
- Answer the registration questions about your status and role within the organization.
- Click "Save & Continue."
- To begin training, scroll down and click a course to start the content.
- Access has been given to all six courses in the learning path. *Note: There are courses available in Spanish and French.*

2. If chaperone is a Kiwanis member (spouse, club president, etc.) and NOT SLP advisor:

- Member can log into Kiwanis Connect, Select Your Group (club name), Me page and click on the "Create Praesidium account" link.



- An email to set up a password for praesidiumacademy.com will be sent to the email Kiwanis International has on file.
- Answer the registration questions about your status and role within the organization.
- Click "Save & Continue."
- To begin taking training, scroll down and click a course to start the content.
- Access has been given to all six courses in the learning path. *Note: There are courses available in Spanish and French.*
- The required chaperone courses are Abuse Risk Management for Volunteers, Social Media Safety and Preventing Sexual Activity.



3. If a non-Kiwanis parent (faculty advisor or parent) is chaperone:

- a. Go to praesidiumacademy.com/redeem.
- b. Fill in your contact information, including first name, last name, email address and desired password.
- c. Enter the appropriate registration code for your organization: **kiwanischaperones**.
- d. Click "Validate" to confirm registration code.
- e. Click the checkbox to agree to the terms and conditions.
- f. Click "Redeem."
- g. Write down your user login and password for future reference.
- h. Answer the registration questions about your status and role within the organization.
- i. Click "Save & Continue."
- j. To begin training, scroll down and click a course to start the content.

If you have questions, email youthprotection@kiwanis.org or contact Member Services at helpline@kiwanis.org or +1-800-549-2647.