HOW TO ACCESS KIWANIS YOUTH PROTECTION ONLINE COURSES THROUGH PRAESIDIUM ACADEMY

Tips:

- Use the same email you have on file with Kiwanis to ensure your courses are recognized.

- Most courses work on mobile devices, but they are easier to navigate on a desktop or laptop computer. The course "Preventing Sexual Activity Between Adolescents" does not work well on mobile.

- There are courses available in English, Spanish and French.

Please find your Kiwanis role in the table below to determine which courses you will take.

Course	SLP Youth Protection & Risk Manager	SLP DA & Advisor (CKI, Builders and Key Clubs)	SLP DA & Advisor (K-Kids and Aktion Clubs)	Chaperone (Non-advisor Kiwanis Member, Faculty, Parent, Spouse, etc.)
Abuse Risk Management for Volunteers	X	X	X	X
Social Media Safety	X	X	X	X
Preventing Sexual Activity Between Adolescents	X	X		X
Duty to Report	X	X	X	
Meet Sam	X	X	X	
It Happened to Me	X	X	X	
Safety Equation: Monitoring & Supervision	X		X	

Please find your Kiwanis role below to learn how to access Praesidium courses.
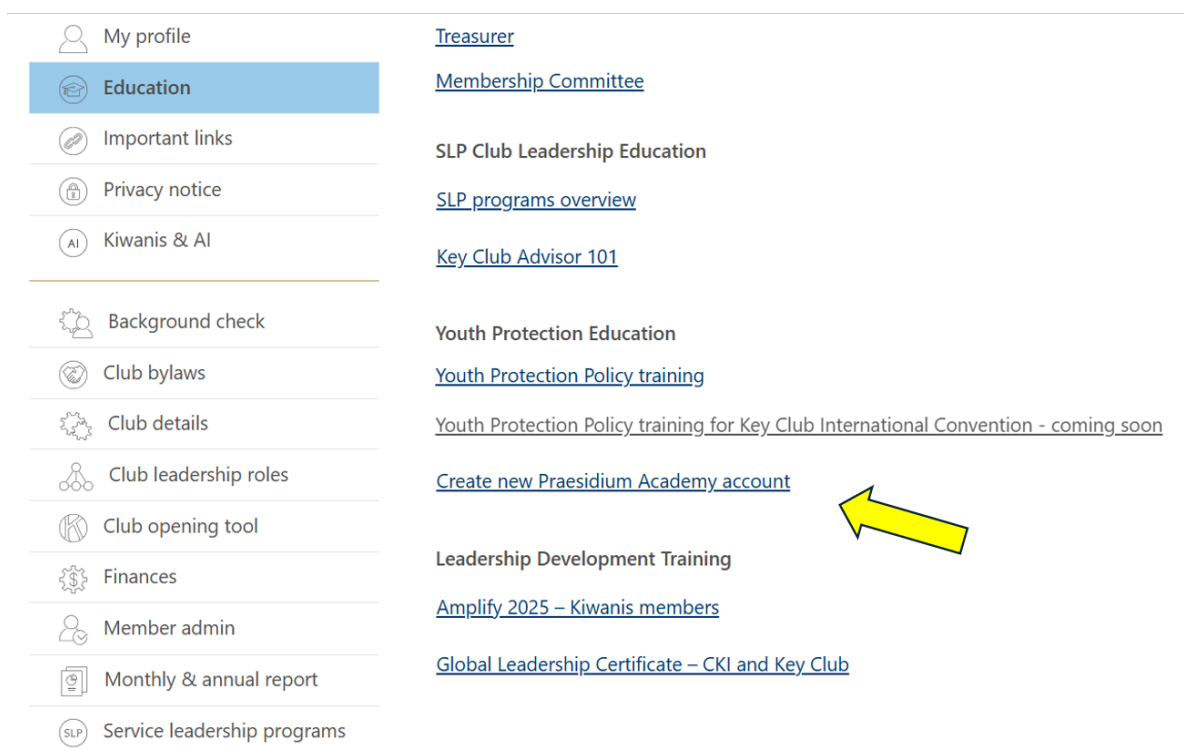
Kiwanis members:
SLP advisors and Youth Protection Managers:
You should already have a Praesidium account. Go straight to praesidiumacademy.com to log in. You may need to click "Forgot your password" to create or reset a password.

Or, you can access Praesidium through Kiwanis Engage.
    1) Log into Engage.
    2) If you have more than one Kiwanis role, make sure you have your club profile selected on the top left in the drop-down menu under your name.
    3) Click "Education" in the list on the left.
    4) Click "Access Praesidium Account" under Youth Protection Education and it will take you to Praesidium Academy.

* If you have not set up your Praesidium account, it will say "Create new Praesidium Academy account" instead. Click it to create your Praesidium account and then it should change to "Access Praesidium account" either immediately or when you next log into Engage. See the picture below.

When you set up a new account, Praesidium will send an email to the address Kiwanis International has on file. You will need to:
1) Check your email (including spam folder) to accept the invitation to access your account.
2) Create a password to log in (you may be asked to click "Forgot your password").
3) Answer the registration questions about your status and role with the organization.
4) To begin training, scroll down and click a course.

Trouble-shooting:

Problem	Action
You click the link in your Kiwanis portal and get an error message.	You probably already have an account. Go to www.praesidiumacademy.com and click to reset your password.
You don't get an email.	Check your spam.
You still don't get an email or you are an SLP advisor.	Go to www.praesidiumacademy.com and click to reset your password.
It's just not working.	Make sure you're using the same email Kiwanis has on file.
It's still not working.	You may have an account that was started for you a few years ago and has been disabled due to inactivity. Email youthprotection@kiwanis.org for assistance.

Non-member faculty advisors:

Some faculty advisors already have a Praesidium account set up. If you think you do:

- Go to praesidiumacademy.com to try to log in with your email that Kiwanis uses (likely your school email). Request to reset password if necessary.
- Check your email (including spam) for the invitation to access your account.
- If that's not working, you may need to set up a new account. Follow the steps for a non-member chaperone.

Non-member chaperones (parent, spouse, school employee, etc.):

You might already have a Praesidium account. You might have logged in to Praesidium before:

- log in to that same account again. Be sure to use the email you have on file with Kiwanis.
- You may need to click on "Forgot your password" to create a new one.
- If you don't get an email after three minutes (be sure to check your spam folder as well), you are either using the wrong email address or you don't have an account yet.
- If that is the case, follow the instructions below.

To create a new account:

1) Go to praesidiumacademy.com/redeem.
2) Fill in your information, including first and last name, the email you have on file with Kiwanis and your desired password.
3) Enter the code: **kiwanischaperones**.
4) Click "Validate" to confirm the code.
5) Click the checkbox to agree to the terms and conditions.
6) Click "Register."
7) Answer the registration questions about your status and role with the organization.
8) To begin training, scroll down and click a course.

If you have questions, email youthprotection@kiwanis.org or call 317-217-6149.