Instructions on How to Submit your

Empowering God's Children Training Numbers PILOT

- Click on the link [Home Page - Safeguard](#)
- Click on **LOGIN**
- Select your location
- Enter your Cost Code ID (this number is your parish code number; if it's a four-digit number, please add a 0 before it). For example, if your cost code is 1230, please add a preceding zero, making it 01230. If you don't know your COST Code ID, please email bmelendez@la-archdiocese.org.
- Enter the email address you will use to receive a verification confirmation email.
- Once you verify your email, it will redirect you to sign in again.
- Once you are logged in, click on **Children Trainings**
- Click on **"Add a Report"**
- Once you upload your training numbers, click **CREATE**.
- You will receive a confirmation email of your submission.
- Once we receive it, we will look through it, and you will get an
  - "APPROVE" if the training numbers were entered correctly, or
  - "DENIED" if something is missing
    - If DENIED, you will receive an email telling you what you are missing.
    - You will need to submit your training figures again.
- Please allow a week after your submission for APPROVAL.