Instructions on How to Submit your

Empowering God's Children Training Numbers Platform

- Click on the link [Home Page - Safeguard](#)
- 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 or avichot@la-archdioces.org
- Click "**LOGIN.**"
- Enter the email address you will use to receive a verification confirmation email. **(If the system does not ask you for an email, it's because it's been verified by someone else)**
- Once you verify your email, it will redirect you to sign in again.
- Once you are logged in, click on "**Children's Training.**"
- Click on "**Add a Report.**"
- Once you upload your training numbers, click "**SUBMIT**".

NOTE: If you need to make an edit on any of your entries, please email Brenda bmelendez@la-archdiocese.org

If you have any questions or need help with entering your training numbers, feel free to contact Brenda.