



Quick Access Codes are unique codes used to quickly enrol people in either Essentials or Refresher Safe Ministry Training courses.

Your church or organisation can purchase bulk QA Codes in one transaction, which you can then distribute to your members/employees to redeem when they need to do Safe Ministry Training.

Quick Access (QA) Codes offer some significant advantages to churches wanting to encourage a high level of compliance with Safe Ministry Training in their members.

How Does It Work?

The system works like this:

- Your nominated church contact person, e.g., Safe Ministry Rep or an admin person, logs into the Training website (they may need to create an account first).
- They then purchase the required number of QA Codes for online *Refresher* and/or *Essentials* courses. The purchase is made using a credit card or a PayPal account. *See links to purchase at the bottom of this page.*
- The church contact person is then emailed immediately a list of the unique codes. A spreadsheet file of the Codes is also attached to the email, which can be used to track the church usage of the Codes.
- Your church distributes those codes to people who need to undertake training. Note: each code is unique to each person and cannot be shared.
- The usage of the QA Codes can also be tracked on the website by the same person who purchased the Codes:
 - Log in to the Training website then go to 'My Account Dashboard' page.
 - Click on 'My Transactions' in the left column.
 - Find the purchase transaction for the QA Codes in the list and click on 'view'.
 - That will display the list of all your churches Codes and whether they have been redeemed or not.
 - That data can also be downloaded in a fresh spreadsheet (CSV) file.

This puts your church in greater control and provides knowledge of who is doing Safe Ministry Training and when. The QA Codes could even be integrated in whatever system you have in place for reminding your members of when their Refresher falls due.

Keeping Track of the Codes

The image below shows what is displayed in the 'My Account Dashboard' when the church contact person is logged into the site:

Order #SMT0027021

Admin
dev@safeministry.training
[LOGOUT](#)

[Dashboard](#)

[My Transactions](#)

[Edit Address](#)

[Edit Account](#)

Order #SMT0027021 was placed on August 30, 2021 and is currently Completed.

Order details

Product	Total
Refresher QA Codes (Anglican) × 5	\$27.37
Subtotal:	\$27.37
Payment method:	Secure Visa/MasterCard
Total:	\$27.37 (includes \$0.00 Tax)

Purchased Codes

[Download CSV](#)

Code	Product	Used Date
SMT-REF-EPDB-2YLZ	Refresher QA Codes (Anglican)	Not Used
SMT-REF-8XN9-PTRD	Refresher QA Codes (Anglican)	Not Used
SMT-REF-H2XW-NEB3	Refresher QA Codes (Anglican)	Not Used
SMT-REF-VYX2-8CD1	Refresher QA Codes (Anglican)	Not Used
SMT-REF-1UFJ-1FF7	Refresher QA Codes (Anglican)	Not Used

Your Church Members

Using QA codes makes it much easier for your church members to enrol in training:

- They are sent their unique code from your church admin person or Safe Ministry Rep.
- They create an account (if necessary) and login to the Training website.

- They go to their 'My Course Dashboard' page and enter their code in the field provided – no need to go through the ecommerce system to enrol.
- They are instantly enrolled in the correct course, which they can then start from the same page.

Next Steps

How to purchase bulk QA Codes?

See the steps above under 'How does it work?' then head over to the [Buy Bulk Quick Access Codes](#) page on the Training website.

REMEMBER: Your church contact person will need to have [created an account](#) and then [logged in](#) before they can purchase the Codes.

What to communicate to your members

When you distribute the codes to your members, we suggest that you include something like the following in an email, along with the code for their training:

For Refresher Codes:

Dear Fred,

Thanks for your commitment to keeping our church a safe place for all to participate in.

To encourage you in keeping your Safe Ministry Training current, please use the following code to instantly enrol and have access to your *Refresher* course:

SMT-REF XXXX-YYYY

To redeem the code, please take the following steps:

- Log into the Safe Ministry Training website here: <https://courses.safeministry.training/login> (Note: if you do not have an account yet, please [create one](#) first, then log in).
- Once logged in, please go to your 'My Course Dashboard', near the top of that page you should see the place to enter the Code.
- As soon as you successfully submit your Code, you will be enrolled and you can find your course on the same page.

For Essentials Codes:

Dear Fred,

Thanks for your commitment to keeping our church a safe place for all to participate in.

To encourage you get going with your Safe Ministry Training, please use the following code to instantly enrol and have access to your *Essentials* course:

SMT-REF XXXX-YYYY

To redeem the code, please take the following steps:

- Log into the Safe Ministry Training website here: <https://courses.safeministry.training/login> (Note: if you do not have an account yet, please [create one](#) first, then log in).

- Once logged in, please go to your 'My Course Dashboard', near the top of that page you should see the place to enter the Code.
- As soon as you successfully submit your Code, you will be enrolled and you can find your course on the same page.

For assistance with any aspect of this system or questions about it, please use the [support ticket system](#) and choose 'Quick Access Codes' as the category of assistance required.