

Ecclesiastical Insurance via Vector Solutions- Admin Guide

Vector Solutions will be used to administer only 1 of the safe church modules (titled “Anglican Protecting our Children, Youth and Vulnerable Adults: Creating a Safe Church Environment”). The majority of safe church modules are still accessed through Praesidium.

To Log-In as an Admin and Set-Up Learners

1. Contact the Provincial Administrator (office@province-bcyukon.anglican.ca) to request an Administrator account on Vector Solutions
2. You will receive a welcome email to grant you access to Vector Solutions and the Provincial Administrator will provide you with your log-in details
3. Once logged in, click on the “Admin Area” on the left side panel (the logo looks like a building)
4. Click on “Data Management”. From here you can enter new learners (known as ‘employees’ on this program), enter volunteer or staff positions (under ‘positions’ tab), and parish or office locations (under ‘locations’ tab)
5. To add a new learner: From the Employees tab, click “new employee” on the top right. Use their email as the username, you can leave the password blank unless you want to provide a password. Add their first name, last name, choose their position and location **(you will need to input these in the position and location sections in advance so that there are options for you to select as this is a required field)** and ensure you enter their email again under the email section. Click the submit button to save
6. To add a new position: From the Positions tab, click the green plus sign (+) on the top left. Type in the position name and click the green check symbol to save
7. To add a new location: from the Locations tab, click the green plus sign (+) on the top left. Enter the name of the location and click the green check symbol to save. Click on the location and drag it into the folder for your diocese (ie. Diocese of Kootenay or Diocese of BC). **This is important to keep learners organized under the proper organization.**

To Assign Training to a Learner

1. Click on the learner you want to assign training to under the Data Management > Employees tab
2. Click on Training Plan on the left side of their profile
3. Click the green plus sign (+) symbol
4. Under Course, click on the “click to edit” text
5. Under Category, click Human Resources
6. Under Course, click “Anglican Protecting our Children, Youth and Vulnerable Adults: Creating a Safe Church Environment”
7. Under Course Version, click the circle to assign the training and click Complete
8. Select the due date and expiration dates you prefer followed by Submit button

9. To send an email to the learner to give them access to training, go to the Emails section of their profile and click "Send an Email Now". This will provide the learner with an email from Ecclesiastical Province/Vector Solutions that will grant them access to the training module