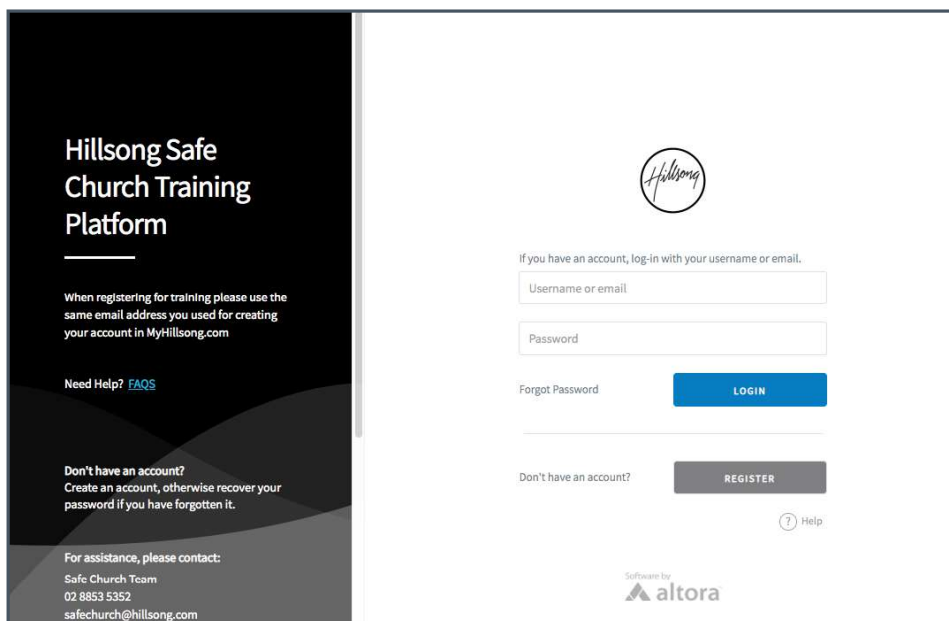


# How to register on the Safe Church Training Platform - NEW USERS

Follow the steps below to register and access the Safe Church Training modules.

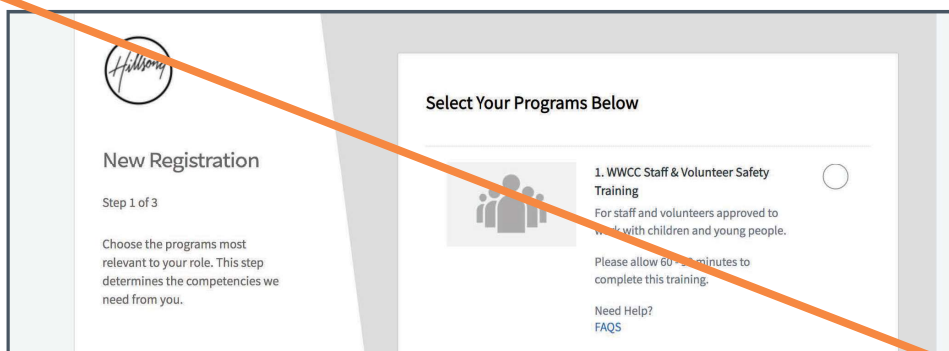


The screenshot shows the Hillsong Safe Church Training Platform interface. On the left, there is a dark sidebar with the title 'Hillsong Safe Church Training Platform' and instructions: 'When registering for training please use the same email address you used for creating your account in MyHillsong.com'. It also includes a 'Need Help? FAQs' link and a section for users without accounts: 'Don't have an account? Create an account, otherwise recover your password if you have forgotten it.' At the bottom of the sidebar, contact information for the Safe Church Team is provided: 'For assistance, please contact: Safe Church Team 02 8853 5352 safechurch@hillsong.com'. The main content area features the Hillsong logo, a login prompt 'If you have an account, log-in with your username or email.', and two input fields for 'Username or email' and 'Password'. Below these are links for 'Forgot Password' and a blue 'LOGIN' button. A 'Don't have an account?' link is followed by a grey 'REGISTER' button. A 'Help' icon is located at the bottom right of the main area, and the 'Software by altora' logo is at the bottom center.

Open the Hillsong Safe Church Training Platform at <https://userlogin.com.au/hillsong/login.php>

(Or go to [hil.so/vhub](http://hil.so/vhub) and click the 'Training Portal' button)

Register for your new online training account by clicking 'Register'

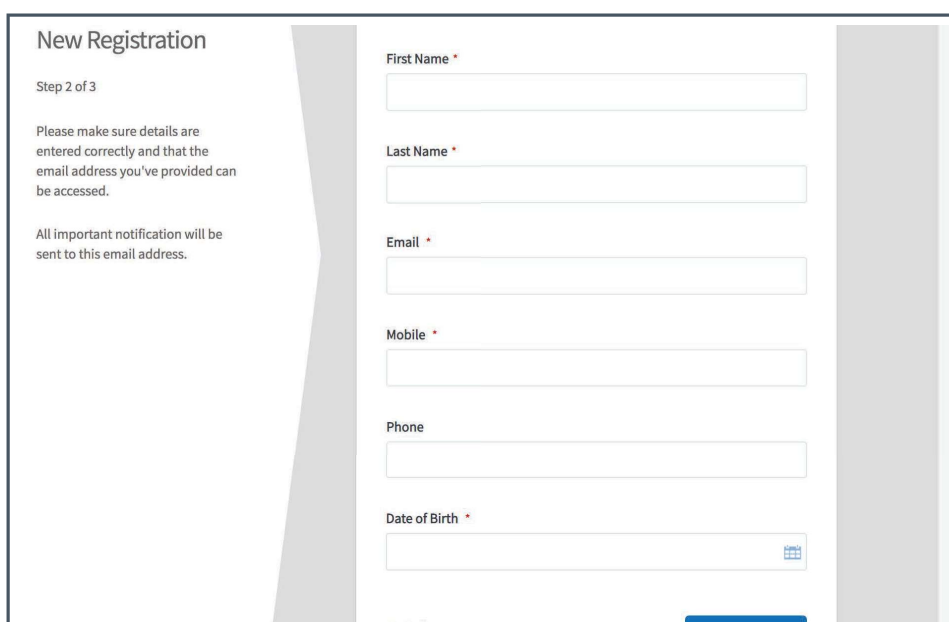


The screenshot shows the 'New Registration' process, Step 1 of 3. The title is 'New Registration' and the subtitle is 'Step 1 of 3'. The instruction reads: 'Choose the programs most relevant to your role. This step determines the competencies we need from you.' The main content area is titled 'Select Your Programs Below' and lists one program: '1. WWCC Staff & Volunteer Safety Training'. Below the program name, it states: 'For staff and volunteers approved to work with children and young people. Please allow 60 minutes to complete this training.' There are links for 'Need Help?' and 'FAQS'. A radio button is visible to the right of the program name. The Hillsong logo is in the top left corner.

Next, select '5. Pastoral Care Volunteer Training'.

Then click 'Continue'

update screen shot when Altora Training is updated



The screenshot shows the 'New Registration' process, Step 2 of 3. The title is 'New Registration' and the subtitle is 'Step 2 of 3'. The instruction reads: 'Please make sure details are entered correctly and that the email address you've provided can be accessed. All important notification will be sent to this email address.' The form contains several input fields: 'First Name \*', 'Last Name \*', 'Email \*', 'Mobile \*', 'Phone', and 'Date of Birth \*'. Each field has a red asterisk indicating it is required. The 'Date of Birth' field includes a calendar icon. A blue 'Continue' button is visible at the bottom right of the form.

Then complete your registration by entering your details, including your role and campus location.

When complete you will receive confirmation that your account has been created. Record your username and password securely so you can later access your online training account.

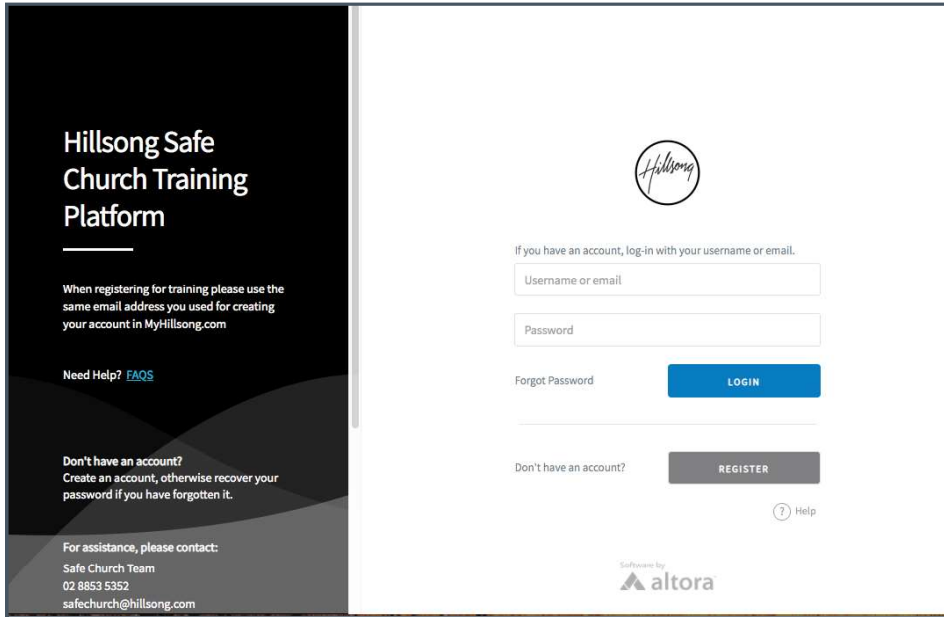
Select continue and complete your training.

## QUESTIONS OR NEED HELP?

- For all training support email [safechurch@hillsong.com](mailto:safechurch@hillsong.com)

# How to register on the Safe Church Training Platform - EXISTING USERS

Follow the steps below to access more Safe Church Training modules.

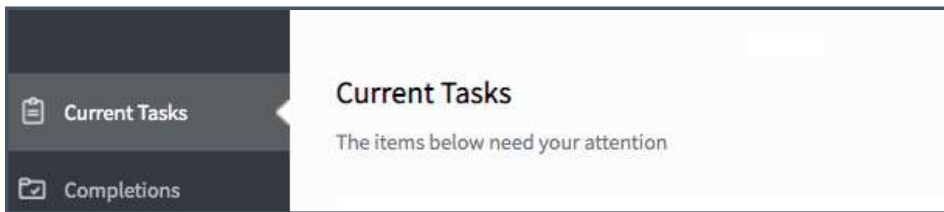


Open the Hillsong Safe Church Training Platform at <https://userlogin.com.au/hillsong/login.php>

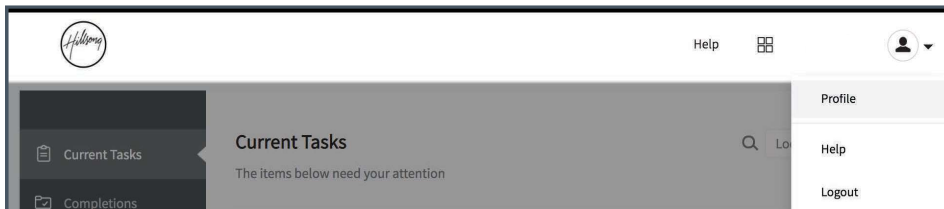
(Or go to [hil.so/vhub](http://hil.so/vhub) and click the 'Training Portal' button)

Enter your username and password then select 'Login'

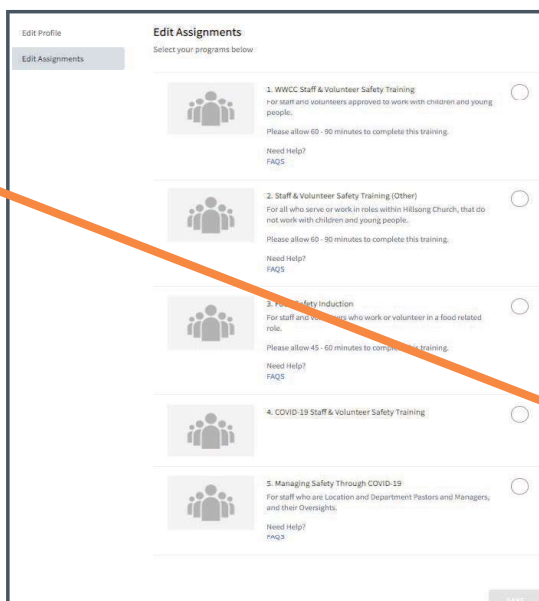
Or click 'Forgot Password' if you need to



Complete '5. Pastoral Care Volunteer Training' and any other courses assigned to you in your current tasks.



If the course '5. Pastoral Care Volunteer Training' is not listed in your current tasks, you can add the course via 'edit your profile'. Hover your mouse over the user icon at the top right corner select 'Profile'.



Select 'Edit Assignments' and scroll to select '5. Pastoral Care Volunteer Training', then click 'Save'.

The course will now display in your current tasks.

Select continue to complete the course.

update screen shot when Altora Training is updated

## QUESTIONS OR NEED HELP?

- For all training support email [safechurch@hillsong.com](mailto:safechurch@hillsong.com)