

# Safe Environment Certificate Instructions



Every coach needs to complete this course before working with any athletes and turn in their certificate to Kelly Barrett upon completion.

## Course Ordering

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com) or click on the link on the coaches' resource page.

Step 2: "Sign In" to your account using the email address and password you provided at time of registering for an nfhslearn account.

OR

If you do not have an account, "Register" for an account.

Step 3: Click "Courses" and select "Creating A Safe and Respectful Environment" from the list of courses.

Step 4: Select your state and click "Order Course."

Step 5: Select "Myself" if the course will be completed by you.

Step 6: Click "Continue" and follow the on-screen prompts to finish the checkout process. (Note: There is no fee for this course.)

## Beginning a Course

Step 1: Go to [www.nfhslearn.com](http://www.nfhslearn.com)

Step 2: "Sign In" to your account using the email address and password you provided at time of registering for an nfhslearn account.

Step 3: From your "Dashboard," click "My Courses" and select the "Active" tab.

Step 4: Click "Begin Course" on the course you wish to take.

\*Your course will launch on the same page of the web browser.

\*\*Click "Back to Dashboard" when ready to exit course.

Be sure to print the certificate of completion at the end of the course each school's athletic department is required to keep a copy on file.

For help viewing the course, please contact the help desk at NFHS. There is a tab on the upper right hand corner of [www.nfhslearn.com](http://www.nfhslearn.com). If you should experience any issues while taking the course, please contact the NFHS Help Desk at 1-317-565-2023.