



Understanding Clergy Sexual Ethics Registration Instructions Upper New York Conference United Methodist Church

Welcome! You have been invited to take the course *Understanding Clergy Sexual Ethics*.

This course is designed to help prevent clergy sexual misconduct by creating awareness of what constitutes misconduct and how issues of misconduct typically arise. It is the original and foundational course in the *Keeping Our Sacred Trust* series offered by the Lewis Center for Church Leadership of Wesley Theological Seminary. This course carries .5 CEU of continuing education credit and typically takes four to six hours to complete, but you do not need to complete the course in one sitting. To register, please follow the instructions below.

To register for *Understanding Clergy Sexual Ethics*:

- ☐ **1.** Go to www.lewisonlinelearning.org/CourseInfo/10004 on your computer.
- ☐ **2.** Look to the right for the second orange heading that says “**Enroll Now.**”
(If the zoom setting of your browser is enlarged above 100%, this may appear at the bottom of your screen.)
- ☐ **3.** Below this heading enter you email address and then confirm by entering it again in the second box.
- ☐ **4.** Enter this group code: **GRP39563293597699**
(This code ensures that your record of completion is submitted to your denominational office for your file.)
- ☐ **5.** Complete your registration and begin the course.

Note: You do not need to complete the course in one sitting. When you are ready to take a break, take note of where you are pausing in the menu on the right so you can click to return to that same page at a later time. This menu is your guide through the entire course, so follow it carefully. To return to the course, follow the instructions on back.

To return to *Understanding Clergy Sexual Ethics* after you have already registered:

- ☐ **1.** Go to www.lewisonlinelearning.org/CourseInfo/10004
- ☐ **2.** Look to the right for the first orange heading that says
“**Already Enrolled? Sign in.**”
- ☐ **3.** Log in with the username (email address) and password
you created upon registration.
- ☐ **4.** To proceed, click the menu on the right where you left off.

Completing the Course

When you believe your work is complete, look to the bottom of the menu on the right and click “**Work complete? Check now.**” This page will show if you have short or missing answers and will indicate so in small print at the end of each question above. If you have short or missing answers, return to the location of the course in the menu to the right by comparing it to the heading next to the number in the question. If you have no short or missing answers, click to submit your work in full.

Questions?

If you have questions, please contact lewiscenter@wesleyseminary.edu or (202) 664-5700, Monday through Friday, 8:30 a.m. to 4:30 p.m. Eastern. If you reach voicemail, please leave a message. Your call will be returned in the order it was received.

keepingoursacredtrust.org

