Keeping Our Sacred Trust
Signing up & Logging in

Keeping Our Sacred Trust (KOST) is the Lewis Center for Pastoral Leadership's collection of courses dedicated to training ministers and lay persons in maintaining appropriate boundaries.

If you have any questions or difficulties, please contact us at lewiscenter@wesleyseminary.edu.

Please note, your course

(1) Go to **www.wesleypathways.com**.
   a. Select 'Browse All Courses'
      i. Select "Keeping Our Sacred Trust: **Understanding Clergy Sexual Ethics**" to sign-up.
      ii. Click "add to your cart"
      iii. proceed to check-out by clicking 'view cart.'
      iv. Select payment method: Checkout = pay by credit card or PayPal or Venmo
         1. You are responsible for the $49 course fee
         2. The email address you enter in payment/customer details, will be the same for your account you set up, in step below.
      v. **Make note of your order number** from the "Thank you, first name last name"

(2) You will receive two confirmation emails in approximately 3-5 minutes
   a. 1st email confirms your purchase and has your order number
   b. 2nd email provides a link to set up your account
      i. Click the button
         1. Be sure to use the email address that you "purchased" the course with.
         2. Once you have created your account, it will take a few minutes before the course will be available to you.

(3) Once you have created your account, you will receive an email that will require you to verify by clicking
   a. Click the "verify email" button
   b. You will be redirected to the login page
   c. You will need your order number to complete your login

(4) Starting your course:
   a. Under my learning, click on the image



   b. The course is self-paced and you may leave and return to the course at a later time.
      i. Use this link to access the login page **HERE** (ctrl + click)

If you have any questions, please email or call the Lewis Center Monday – Friday 9-4pm EST
lewiscenter@wesleyseminary.edu or 202-664-5701

1. **Online Store**: Everyone's journey will begin here. In order to sign up for an account, each person will need to purchase a course. Once you have an account, you will continue to make any purchases through this webpage, and then each course will show up on your dashboard.

2. **Log-in Screen**. Once you've made your purchase, you will need to create an account. The steps to do this are included in the 'Purchasing & Sign-up Instructions' pdf. Once your account is created, you will sign-in **Here**.

3. **Dashboard** (i.e., Course Library): Any course for which a person registers will appear on their dashboard.

4. Clicking on the course to get started, you will see the introduction page. Select 'Start Course' to begin working through its contents.

5. Each module is essentially one webpage that a user scrolls down. Each video or course activity is found in its proper place as they work down the page.

6. At the end of each page/module, you may see a journal exercise. To toggle through the journal, please use the black arrow. Once you've finished the journal assignment, users will need to click continue to move forward in the course.

7. At the end of the course, users will see a celebration on their screen and have an opportunity to download their certificate.

8. **Download the certificate of completion and forward a copy to GlennisEckels@htcumc.org**