## SafeParish User Guide

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## SafeParish Registration

Go to www.aocsafeenvironment.org		
Click on the Register link on the far	ARCHDIOCESE OF	Report Misconduct
right of the screen.		About Satel'arish Icch Support Login Register
Use the passcode of protectcincy and	Pa	asscode / Organization Code
then click the 'next' button.		ussedue / Organization Code
	Registrarse en español	
	Pregister for access to special site prive your passcode / organization code sh	vileges and services. If you have a passcode / organization code, enter it below. Contact the person who provided nould you experience difficulties.
	*	
	Passcode / Organization Code	
	NEXT >	
	* = required Passcode Assistance	
Here you enter the location where		Parish/Location and Roles
you spend most of your time within		Tarish, Elocation and Roles
the Archdiocese of Cincinnati. This is	You may enter multiple locations and roles. Pl location. Your primary location is where you a	ease note that if you are an employee and/or a volunteer at more than one location, you must select a "primary" re employed or, if you are a volunteer, where most of your ministry or service is performed.
your primary location.	Parish/Location and Roles	
Click the down arrow to select your		<b>→</b> .
location	Roles:	t
	Candidate for Ordination     Deacon     Educator	
	<ul> <li>Employee (Diocesan/Eparchial)</li> <li>Employee (Parish/Parochial)</li> </ul>	
	Outside Contractor Priest	
	ADD PARISH/LOCATION	
	NEXT >	
Choose your role as to what you are	- required	
doing at this location by clicking the	$\square$ A9 Information	Only/College Student
appropriate box.	□ Candidate for O	rdination
	🗆 Deacon	
	Educator	
	Employee (Dioce	esan/Eparchial)
	Employee (Paris     Outside Contrac	h/Parochial)
	□ Volunteer	
For each role, there is a sub-role. Click	Volunteer	~
on the appropriate sub-role for your	M Volunteer	· · · ·
role.		AHG/Scouts
	ADD PARIS	Alternate Learner
Highlight the appropriate sub-role for		Alternate Lerner Child Care Programs
this location.		Coach Volunteer
		Diocesan Volunteer
	NEXT >	General Volunteer (Multiple Areas) Musician
		Parish Volunteer
		Religious Education - Volunteer
	= required	Religious Women

IF you work / volunteer at more than this primary location, you can click the 'Add Parish' button and repeat the process for this new location.	ADD PARISH/LOCATION
When you are finished adding all your locations, click on the 'Next' button at the bottom of the page.	NEXT >
Here you will fill out your personal information. Those boxes with an * are required information.	Registration - About You           1         Please complete all required fields. All questions should be directed to the person or department who directed you to the site.
When you are finished, click on the 'Next' button at the bottom of the page.	* = Required
Here you will create your username and password. The password clue is to help you remember your password.	Registration - Select Username and Password  Choose your Username and Password.
WRITE DOWN THIS INFORMATION AND KEEP IT IN A SAFE PLACE FOR FUTURE REFERENCE.	Username*: Must be unique across entire platform. Password*: Confirm Password*:
When you are finished and have written down this information, click on the 'Next' button.	Password Clue*: Your Password Clue is a hint that will help you remember your password. NEXT > * = required
Read and acknowledge the User and Privacy Agreement Terms of Use.	Registration - User and Privacy Agreement TERMS OF USE
When you are finished, click on the 'I agree to the terms and conditions' button and then the 'Submit' button.	Please read the following agreement carefully. If you agree, click the checkbox below and then click "Submit" to continue.  PLEASE READ THESE TERMS CAREFULLY BEFORE USING THIS WEB SITE ("Site"). By using this Site you signify your agreement to the Terms. If you do not agree with the terms please do not use this Site.  The McCalmon Group ("McCalmon Group") is the owner and licensor of the Site and its contents. The Sponsor of the Site the organization whose name or logo is used to promote the Site or who promoted the Site to you is a contractual license of McCalmon Group. McCalmon Group, and, at is discretion, liwite third parties to provide content and/or promote services via the Site or utilize third parties to provide content and/or promote services via the Site or utilize third parties to provide content and/or promote services via the Site or utilize third parties to provide content and/or promote services via the Site or utilize third parties to provide content and/or promote services via the Site or utilize third parties to maintain and/or portions of the Site.  CMMENT CAMP CHARME CARMED  A Comparison of the Site and improvements to this Site, including content and feature changes, at any time, without notice or liability.  No A TORMY CLIMP ELANDEM CARMED  A Comparison of the Site terms and conditions of the Terms of Use for this Site.  MC Comparison of the Site or utilize third parties to maintain and/or portions of the Site.  PLANE ELANDEME CARMED  A COMPARISON OF CLANED  A COMPAR
You will then be asked to complete the on-line background check by clicking on the Provide background check data link.	MY WORKPLACE ~         TRAINING ~         MY LIBRARY ~         CONTROL PANEL ~         MY ACCOUNT           The following link will take you to the Selection.com Fastrax site where you will be asked to provide additional personal information that will be used to background check. The link will open in a new tab/window. When you have finished providing your information to Selection.com, please return to this to complete your registration.
	Provide background check data NEXT >



<u>Be sure to have everything in front of you – method of payment, full SSN, legal name</u> and address as found on your Driver's License.

The cost is \$25. If you do NOT have a token, have your credit card ready.

Do **NOT** log out of the system until the process is completed. If the process isn't completed in one sitting, you will have to wait at least 24 hours to make the attempt again.

If you had to stop the process for any reason, please wait 24 hours and start the process again. If you try prior to 24 hours you will receive the following message "No background check is needed at this time". You will have to wait an additional 24 hours to start the process again. If you have questions or concerns, contact your parish or school and request the extension of the local Safe Environment Coordinator. They will be able to assist you with the process.

Please download and review the Decree on Child Protection	Archdiocese of Cincinnati Child Protection Deci
documents.	MY WORKPLACE
Once you have reviewed the documents, click on the 'I have downloaded and read the Child Protection Decree and Agree to Its Requirements' button.	Child Protection Decree Child Protection Decree Brochure Child Protection Decree Brochure Decreto de protecciÃ <sup>a</sup> n infantil (español) Child Decreto de protecciÃ <sup>a</sup> n infantil (español)
	I HAVE DOWNLOADED AND READ THE CHILD PROTECTION DECREE AND AGREE TO ITS REQUIREMENTS
You have completed the requirements for your role.	Code of Conduct Signed         MY WORKPLACE ~       TRAINING ~       MY LIBRARY ~       CONTROL PANEL ~       MY ACCOUNT         You have successfully signed the Child Protection Decree.       Continue to Training Due (you will be redirected in 5 seconds)
This is the required initial SafeParish assigned to all new individuals to SafeParish. This module is about 1.25 hours long.	Image: Control panel       MY WORKPLACE        Image: Training courses assigned to you. All web-based training courses for this site are divided into lessons. Short refresher bulletins are issued quarterly in most training modules and will be posted below the lessons of the module. Please note that your local safe environment coordinator has set a date when your training should be completed and may be notified should you miss the date.       Due Date       Past Due         Title       SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition       11/11/2021       Past Due
If you have completed all the requirements, you will be taken to the main page of <u>http://www.aocsafeenvironment.org</u> where you will see that you have successfully registered.	Sent Notice: "registrationapproval".
You will also receive registration emails from SafeParish.	administration@mccal P Registration Approved 11:02 AM I Congratulations. Your Site administration@mccal Registration Successful 11:02 AM
	Welcome to
You ONLY Need to register once. The next time you go to <u>www.aocsafeenvironment.org</u> click on the 'Login' link at the top of the page and enter your Username and	ARCHDIOCESE OF GINCINNATI About SafeParish Tech Support Login
Password	

What is my Username?	
What is my Password?	
What is my Password Hint?	

#### Forgot Password

Go to	
Click on the Login link.	ARCHDIOCESE OF CINCINNATI About SafeParish Tech Support Login Register
Type in your Username and Password. If you forgot your password, click on the 'Forgot Password?' link and then the 'Submit' button.	User Name: Password: SUBMIT CANCEL Forgot Password?
Here you can reset your password. Type in your username and then the 'Request Password Reset' button.	Fill in the field below to reset your password. Username: I REQUEST PASSWORD RESET Forgot your username? Retrieve username
SafeParish will send you an email with further instructions on how to reset your password.	Instructions have been emailed to you along with your reset code. You have two days to complete the process.
Click on the 'Password Reset' link, <del>which will</del> take you back to SafeParish	A request was received to set/reset your password. Your password reset code is C542597A-5056-8058-36240BDF590D4AF3 Please use this light Password Reset. If you have questions about your password, please contact your Site Administrator. AoCSafeEnvironment.org System Administrator

The Reset code from the email is automatically entered and you will need to create a new password and then confirm the new password.	ResetCode: C542597A-5056-8058-36240BDF590D4AF3 Password*:	Reset Password
WRITE DOWN YOUR NEW USER NAME AND KEEP IT FOR FUTURE REFERENCE AND DELETE YOUR OLD PASSWORD.	Confirm Password*:	
When you are finished click the 'Submit' link.		
What is my Username?		
What is my Password?		

#### Forgot User Name

Go to				
Click on the Login link.				Report Misconduct
	ARCHDIOCESE OF CINCINNATI	About	SafeParish Tech Support Logir	n Register
If you forgot your user				
'Forgot Password?' link				
and then the 'Submit'			Log In	
button.				
	User Name:			
	Password:			
	SUBMIT CANCEL			
Here you click on the	Forgot Password?			
'Retrieve username' link.			Password	Reset
			1 433 1 01 4 1	
	Fill in the field below to reset your password.			
	ksername:			
	REQUEST PASSWORD RESET			
	Forgot your username? Retrieve username Back to Log In			
Type in your email				
address and then click		Forget	Your Userna	me?
the 'Retrieve Username'	Fill in the field below to ratiove your upername			
	Email:			
	RETRIEVE USERNAME!			
	Back to Log In			

Here you can reset your password. Type in your username and then the 'Request Password Reset' button.	Fill in the field below to reset your password. Username:
	REQUEST PASSWORD RESET Forgot your username? Retrieve username Back to Log In
SafeParish will send you an email with further instructions on how to reset your password.	Your Username has been mailed to you.
	administration@mccal P Retrieve username 2:59 PM ÎÎÎ Jamison, A request was
SafeParish will automatically send you to the Login page where you can type in your username and password.	Log In
Remember to write down your UserName and password for future reference.	User Name: I Password: SUBMIT CANCEL
	Forgot Password? Not Registered?
What is my Username?	
What is my Password?	

## Making Changes in SafeParish

Go to	
Click on the Login link.	Report Misconduct
	CINCINNATI About SafeParish Tech Support Login Register
Type in your Username and	
Password.	
Click the 'Submit' button.	Log In
	User Name:
	Password:
	SUBMIT CANCEL
Click on the 'My Account' link.	MY WORKPLACE V TRAINING V MY LIBRARY V CONTROL PANEL V MY ACCOUNT
You will immediately be taken to your personal information.	() My Account records your information that you provided when you registered onto this Site. It is also where you can edit your account information, including your password. You must select Submit at the bottom of the page to record your changes.
The first information is the dashboard where you will see your requirements and what needs to be completed.	<ul> <li>Register onto the site</li> <li>Complete Online Background Check</li> <li>Acknowledge Decree</li> <li>Complete All Training</li> </ul>
If a box is completely filled in, the requirement has been completed.	Complete Online Background Check
If a box is partially filled in, the requirement is still in process.	Complete Online Background Check
If a box has a red 'X' in it, it's been flagged or failed to be completed.	Complete Online Background Check
If the item needs to be completed yet, click on the link so you can complete the requirement.	Complete Online Background Check

Below the dashboard, you will see this link – 'Edit Orgs/Roles' where you can make changes to your locations, roles and sub- roles within the Archdiocese of Cincinnati.	Edit Orgs/Roles
Remember to click the 'submit button at the bottom of the page to save your changes.	
Below, you will see your username and password clue. You also have the option to change your password here.	Change Password To: You can change your password by entering a new password here.

#### IF YOU CHANGE YOUR PASSWORD BE SURE TO WRITE IT DOWN FOR FUTURE REFERENCE AND REMOVE YOUR PREVIOUS PASSWORD.

In addition, you may also want to change your Password Hint to reflect your new password.

Below this, you will see your personal information. Here you can make any necessary changes.

# IF you have made any changes on this page, be sure to click the 'Submit' button at the bottom of the page to safe your changes.

If you would like to keep your original information, click the 'Cancel' button at the bottom of the page to remove your changes.

## Watching the Quarterly Bulletins

Go to				
aocsafeenvironment.org				
Click on the Login link.	ARCHDIOCESE OF CINCINNATI	About	SafeParish Tech Support	Report Misconduct
Type in your Username and Password. Click the 'Submit' button.	User Name: Password: SUBMIT CANCEL		Log In	1
Click on the 'Training' tab.	MY WORKPLACE - TF	RAINING - MY LIBRARY	CONTROL PANEL ~	MY ACCOUNT
Click on the 'Due' link.	MY WORKPLACE ~ TRAIN TRAINING	ING - MY LIBRARY - ABOUT DUE COMPLETED	CONTROL PANEL ~ MY AC	COUNT
To complete the quarterly bulletin, click on the bulletin title.	Module SafeParish: Protecting Children From Se 2021 - Bulletin Three: Why Victi Don't Speak Out	Lesson/Bulletin Due Da exual Abuse - Arch. of Cincinnati Editio ms Of Child Sexual Abuse 10/10/20.	te Days Past Completion Date	Attempts Certificate





This is where you can change / review your answers from each chapter.	Part Three - Correct Responses Congratulations, you have successfully completed this lesson. A record of your completion is entered into the database. If you would like to print a copy of this lesson, go to <u>Materials</u> and select this lesson. Thank you for attending this training course.
If you click on the 'why' link after the Correct Response column, you will be returned to that chapter. If you would like to go back	Question       Correct Response       Your Initial Response         Children cannot legally consent to any form of sexual activity.       Live       Why2       True         It is common for child sexual abuse victims not to speak out about the abuse.       True       Why2       True         Safe adults can learn the signs of possible chird sexual abuse.       True       Why2       True         Congratulations! You have completed this bulletin. View certificate       Image: Why2       True         Eagle The Market Group. Inc.       Eagle The Market Group. Inc.
to review, click the left facing arrow.	
If you are ready to continue, click the right facing arrow.	
If you have a question, click the icon with the raised hand.	
If you would like to see your Certificate of Completion, click the link.	
You can confirm the completion of your quarterly bulletins by going	Training Due
to the 'Training' tab and clicking on the 'Completed' link.	MY WORKPLACE V TRAINING V MY LIBRARY CONTROL PANEL V MY ACCOUNT TRAINING ABOUT DUE COMPLETED MATERIALS ADD OTHER TRAINING PREVIEWS
	Training Completed
	MY WORKPLACE ~       TRAINING ~       MY LIBRARY ~       CONTROL PANEL ~       MY ACCOUNT         (!)       Below are the training courses you have completed. Click on a training course if you want to review it.
	Title     Date of Completion       © SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition       • 2021 - Bulletin Three: Why Victims Of Child Sexual Abuse Don't Speak Out     09/13/2021     Print Certificate
	Live Training Sessions