

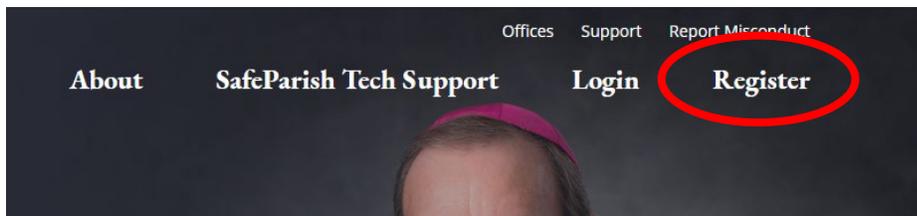
ARCHDIOCESE OF CINCINNATI

Office of Safe Environment for the
Protection of Children and Youth

SAFE ENVIRONMENT USER REGISTRATION

Go to www.AoCSafeEnvironment.org.

Click "Register" on the top right of the home page



Enter the passcode *protectcincy* when prompted.

Select the location from the drop down where you are employed or volunteer.

Click the role(s) associated with your employment/service at the parish, school, or Archdiocesan institution. Select a sub-role from the drop down to describe your employment/service at this location.

If you are active at only this location, this will be your primary location.

If you are active at more than one location, click the ADD PARISH/LOCATION button and repeat the steps above. With more than one location, please click the "This is my main/primary location" radio button to indicate where you are employed or, if you are a volunteer, where most of your ministry or service is performed.

Complete your personal information. Please enter your **legal name** for the purposes of the background screening. *There are no credit checks and no soft hits to credit*

Create a username, password and password clue.

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Be sure to write down this information and keep it in a safe place for future use.

Agree to the Terms of Use and click SUBMIT.

If you have not previously completed an online background check you will be prompted to submit information for a background screening through SELECTION.com.

You will be required to acknowledge that you have downloaded and accepted the terms of the Decree.

If you have not previously completed child protection training you will be prompted to view *SafeParish: Protecting Children From Sexual Abuse – Archdiocese of Cincinnati*. (If you have completed a background check through VIRTUS, no new background check will be required also if you have attended VIRTUS training, no new training will be required)

If you have completed the required background checks and child protect training, you will be prompted to click the link to Continue to the Home Page. Your registration is complete.

If you need to complete background check requirements or training, you may use the links in your approval checklist to access these requirements. These steps may be completed all at once or may be completed separately at your convenience. You will receive an automated email weekly to remind you which requirements are outstanding. When all compliance requirements have been completed, your account will be approved, and you will be clear to work/volunteer with youth and vulnerable adults.

Should you need any assistance, please contact your local Safe Environment coordinator.

The NEXT time you log into your SafeParish account, click on the Login link at the top of the screen and enter your UserName and password you made when you registered your account.

