

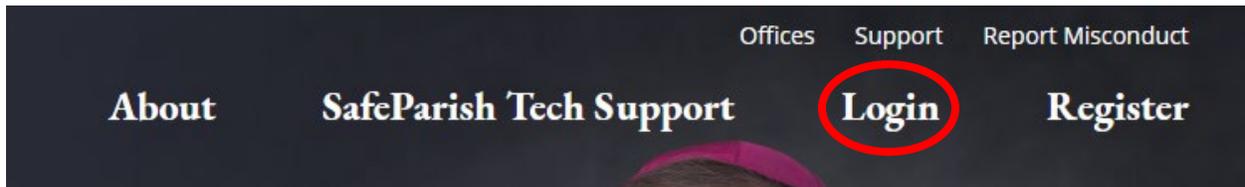
ARCHDIOCESE OF CINCINNATI

Office of Safe Environment for the
Protection of Children and Youth

Complete Your Background Check and Training through SafeParish

If you did not complete your background check and training during the SafeParish registration process you will need to complete them before your account is approved. Until your account is approved you will not be able to volunteer or work with youth in the Archdiocese of Cincinnati.

Login into your SafeParish account at www.aocsafeenvironment.org with the username and password you created during the registration process by clicking the Login in link.



After logging in click on the My Account link on the yellow navigation bar.



RADIATE CHRIST

Your account Dashboard will be displayed. Boxes with checkmarks show that item has been completed. Depending on your role as a volunteer or employee different items will appear in your dashboard. Until all items in the Dashboard have been completed you will not be cleared to volunteer or work with youth in the Archdiocese of Cincinnati.

To complete your online background check, click the link – Complete Online Background Check.

- Register onto the site
- Complete Online Background Check
- Get Fingerprinted
- Acknowledge Decree
- Have Approved B4 Form
- Complete All Training

You will be taken to the Selection.com website where you will complete your background check. Click Continue to begin.

The screenshot shows the FASTRAX website interface. At the top, there is a navigation bar with the FASTRAX logo and a progress indicator with four steps: Inquiry Release (checked), Enter Applicant info, Review, and Complete. Below the navigation bar, there is a section titled "ARCHDIOCESE OF CINCINNATI CONTACTS" with a link for "En Español". The main content area contains a consent form with the following text:

In conjunction with my intention to act as a volunteer and/or be employed by you, I understand that you intend to use Selection.com to obtain Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" do NOT include my Credit Report but may include information concerning my motor vehicle record, civil litigation history and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of acceptance or employment to me. If you contemplate making an adverse decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I understand that this information will be kept on file as long as I volunteer and/or be employed with the Archdiocese. Furthermore, I authorize the Archdiocese to run periodic criminal background checks to ensure that I am fit to volunteer and/or be employed with and in the Archdiocese.

I have read the above disclosure and I hereby authorize you, Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am accepted or employed, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from Selection.com at any time during my employment or appointment with you. A photocopy or facsimile of this authorization shall be as valid as the original.

At the bottom right of the form, there is a blue "Continue" button highlighted with a red box.

Complete all items. If paying with a credit card complete that information. If paying with a token complete that information and click next. And follow the remaining prompts.

FASTRAX

Inquiry Release | **Enter Applicant Info** | Review | Complete

Next

PERSONAL IDENTIFICATION

Last Name: Edwards | First Name: Mitchell | Middle Name: | Birth Last Name: |
 No middle name

Warning: In order to properly process your application, please make sure that your name matches the name on your driver's license (or other government issued identification). If your name does not match your date of birth and social security number, your application could be delayed.

SSN: Ex: XXX-XX-XXXX | DOB: |
Gender: U | Race: Unknown

Address
Street No.: | Street: | Type: |
Address Line 2 (Unit No., Route, PO Box, etc.): |
Zip: 45233 | City: Cincinnati | State: OH - Ohio

Phone/Email
Email: edwards@gmail.com | No Email available
Phone: | Ext: | Type: Cell

Once your online background check results are returned the Complete Online Background Check will show a checkmark.

To complete the SafeParish: Protecting Children From Sexual Abuse – Arch. Of Cincinnati Edition click the Complete All Training link in your Dashboard.

- Register onto the site
- Complete Online Background Check
- Get Fingerprinted
- Acknowledge Decree
- Have Approved B4 Form
- Complete All Training

Click the link for Protecting Children From Sexual Abuse – Arch. Of Cincinnati Edition



Below are the web-based 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.

Title	Due Date	Past Due (Days)
 SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition <ul style="list-style-type: none">• SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition	08/05/2021	

Once the training is complete the Complete All Training box in your dashboard will show a checkmark and your certificate of completion will be available for printing.