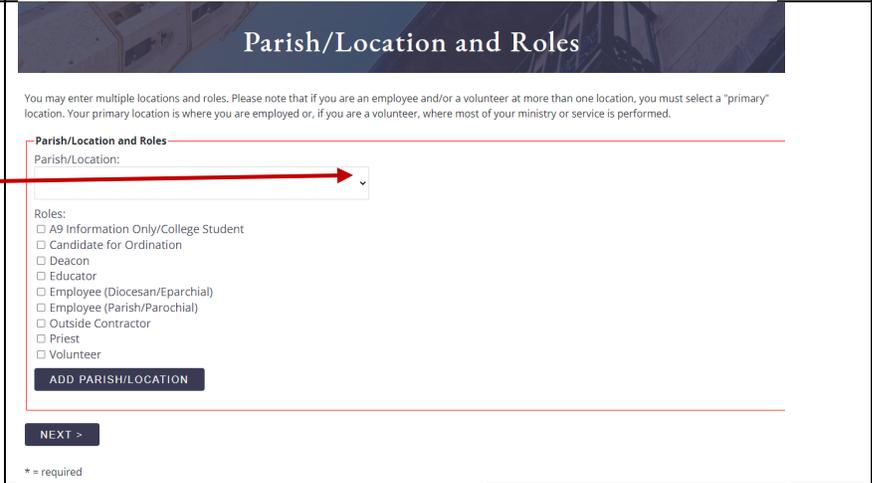
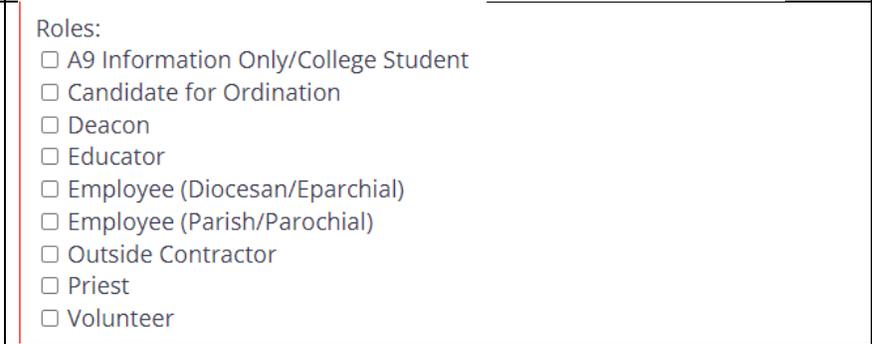
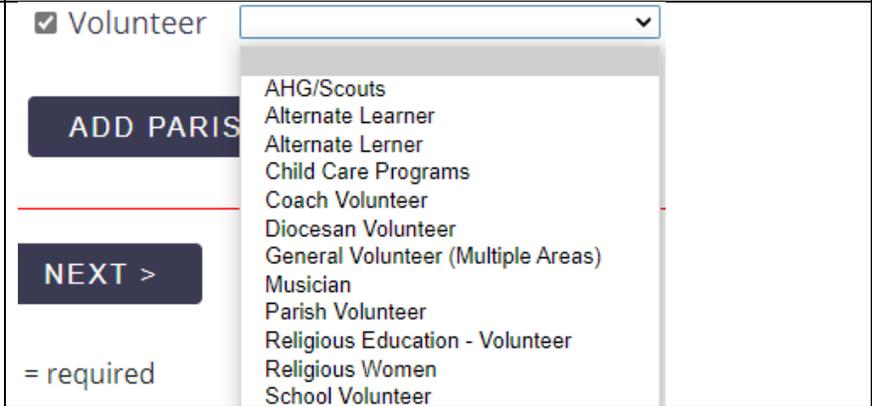


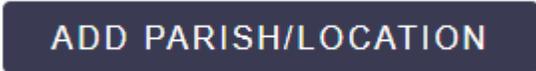
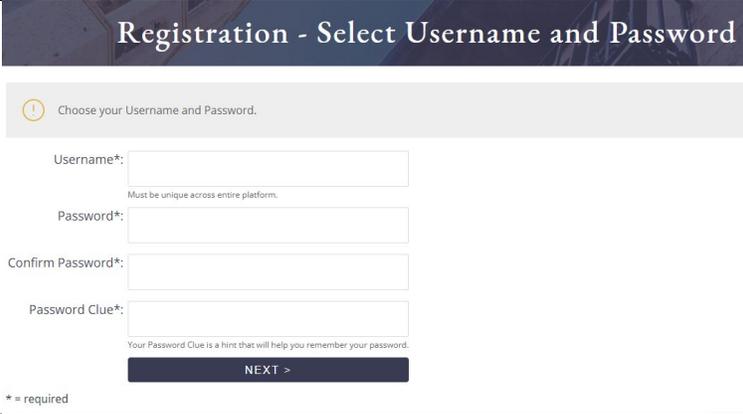
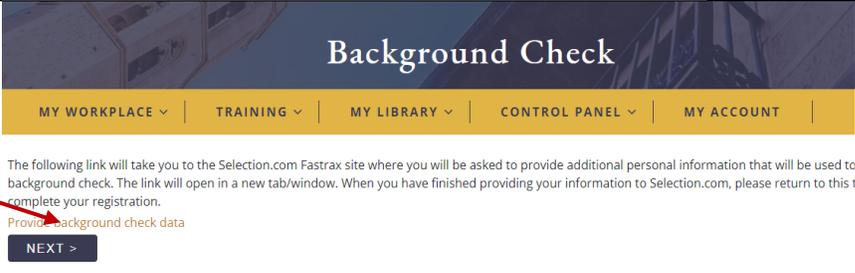
SafeParish User Guide

Table of Contents

SafeParish Registration	2
Forgot Password.....	7
Forgot User Name	9
Making Changes in SafeParish	11
Watching the Quarterly Bulletins	13

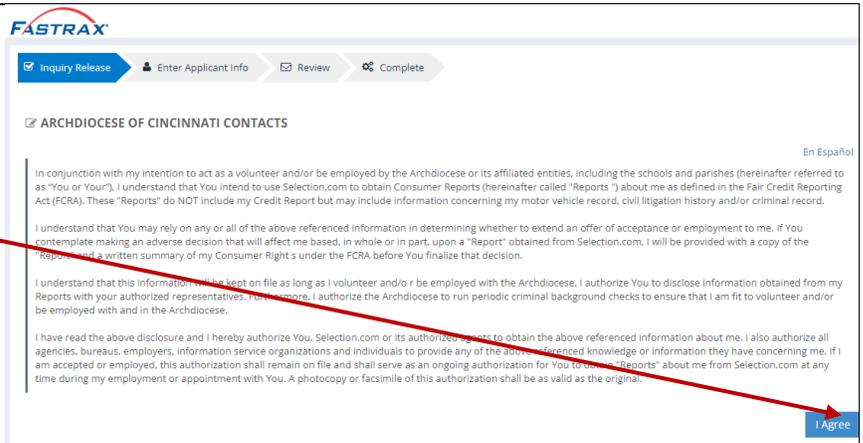
SafeParish Registration

<p>Go to www.aocsafeenvironment.org</p>	
<p>Click on the Register link on the far right of the screen.</p>	
<p>Use the passcode of protectcincy and then click the 'next' button.</p>	
<p>Here you enter the location where you spend most of your time within the Archdiocese of Cincinnati. This is your primary location.</p> <p>Click the down arrow to select your location.</p>	
<p>Choose your role as to what you are doing at this location by clicking the appropriate box.</p>	
<p>For each role, there is a sub-role. Click on the appropriate sub-role for your role.</p> <p>Highlight the appropriate sub-role for this location.</p>	

<p>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.</p>	
<p>When you are finished adding all your locations, click on the 'Next' button at the bottom of the page.</p>	
<p>Here you will fill out your personal information. Those boxes with an * are required information.</p> <p>When you are finished, click on the 'Next' button at the bottom of the page.</p>	
<p>Here you will create your username and password. The password clue is to help you remember your password.</p> <p>WRITE DOWN THIS INFORMATION AND KEEP IT IN A SAFE PLACE FOR FUTURE REFERENCE.</p> <p>When you are finished and have written down this information, click on the 'Next' button.</p>	
<p>Read and acknowledge the User and Privacy Agreement Terms of Use.</p> <p>When you are finished, click on the 'I agree to the terms and conditions' button and then the 'Submit' button.</p>	
<p>You will then be asked to complete the on-line background check by clicking on the Provide background check data link.</p>	

Fastrax is the database for SELECTION, which does our background checks.

Read the information and click on the 'I agree' link.



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

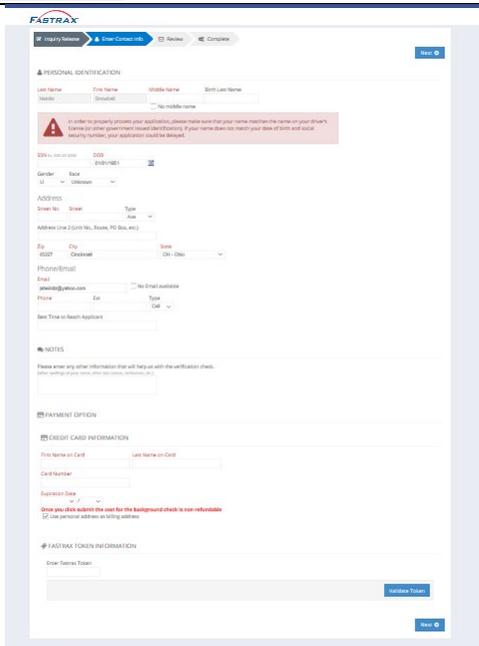
The cost is \$25. If you do NOT have a token, have your credit card ready.

Your Fastrax token is –

Make sure ALL your information is complete and correct on this form.

You have a choice of paying via a credit card OR by a Fastrax Token.

To get a Fastrax Token you MUST request one from your primary location. Keep in mind that not all locations hand out tokens.



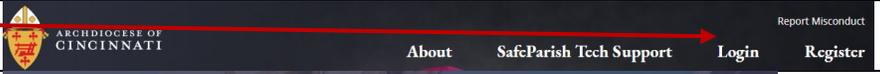
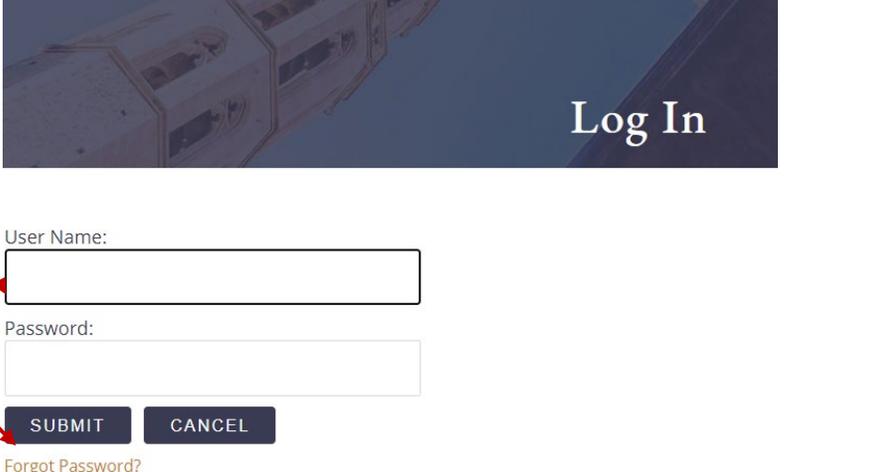
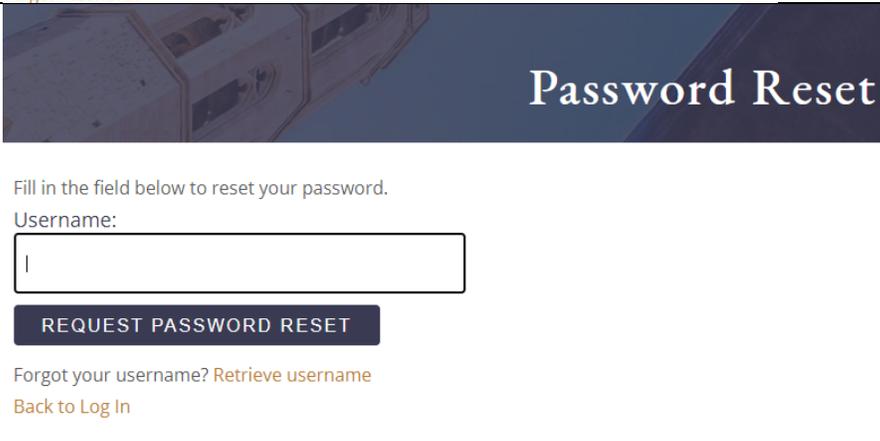
Do **NOT** log out of the system until the process is completed. If the process isn't completed in one sitting, you will have to wait at least 24 hours to make the attempt again.

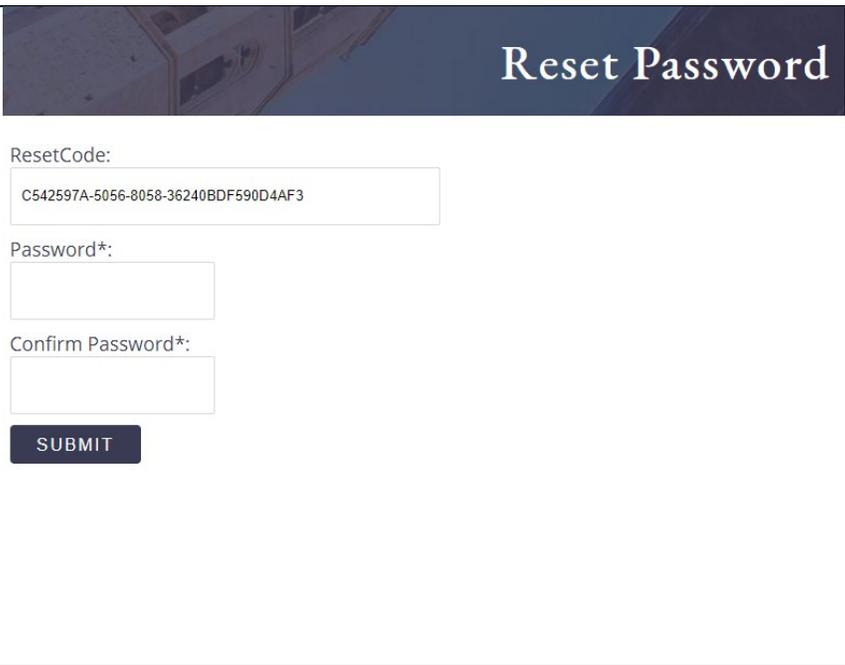
If you had to stop the process for any reason, please wait 24 hours and start the process again. If you try prior to 24 hours you will receive the following message "No background check is needed at this time". You will have to wait an additional 24 hours to start the process again. **If you have questions 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.**

<p>Please download and review the Decree on Child Protection documents.</p> <p>Once you have reviewed the documents, click on the 'I have downloaded and read the Child Protection Decree and Agree to Its Requirements' button.</p>	
<p>You have completed the requirements for your role.</p>	
<p>This is the required initial SafeParish assigned to all new individuals to SafeParish. This module is about 1.25 hours long.</p>	
<p>If you have completed all the requirements, you will be taken to the main page of http://www.aocsafeenvironment.org where you will see that you have successfully registered.</p>	
<p>You will also receive registration emails from SafeParish.</p>	
<p>You ONLY Need to register once. The next time you go to www.aocsafeenvironment.org click on the 'Login' link at the top of the page and enter your Username and Password</p>	

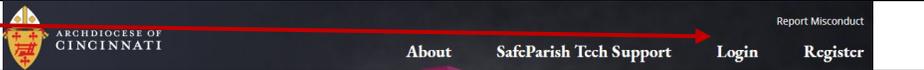
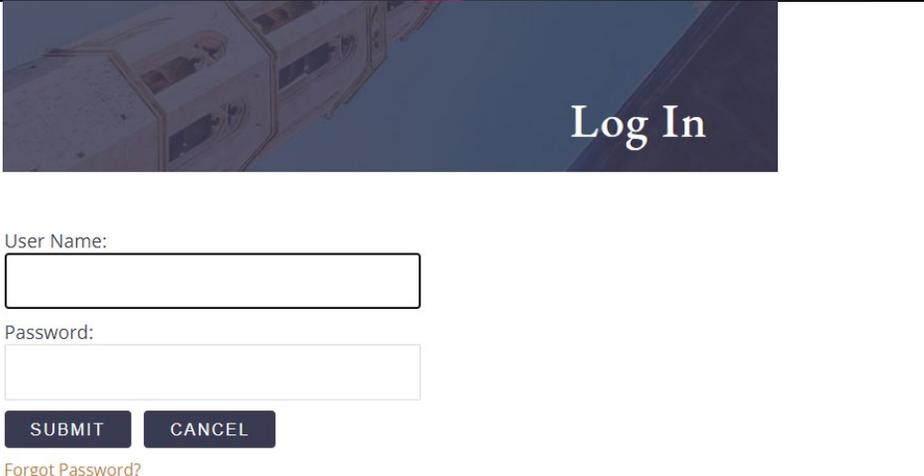
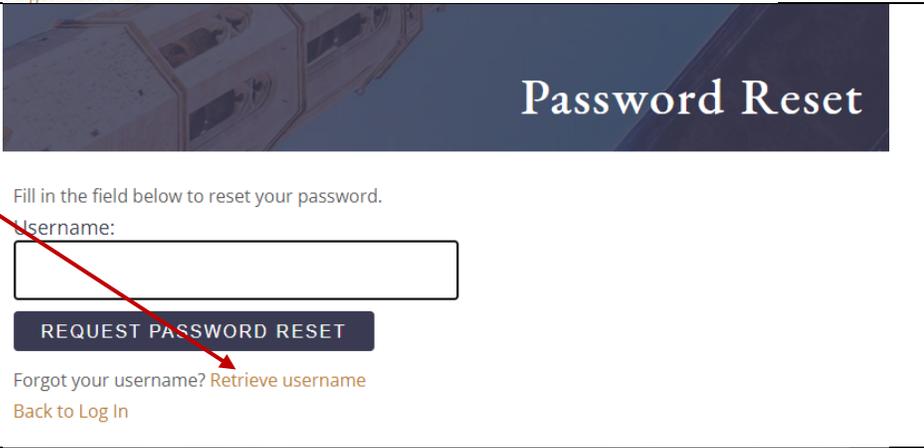
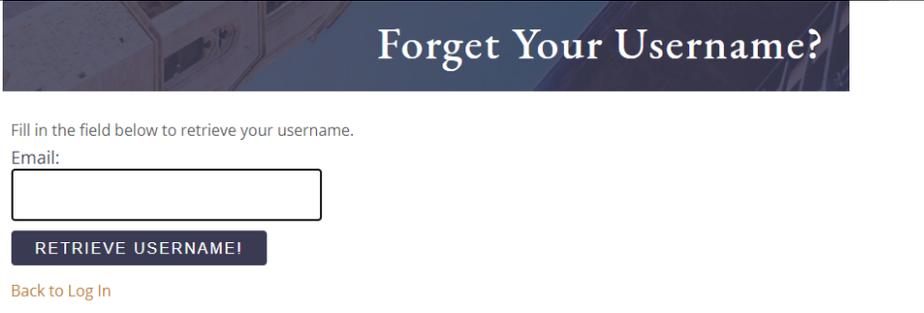
What is my Username?	
What is my Password?	
What is my Password Hint?	

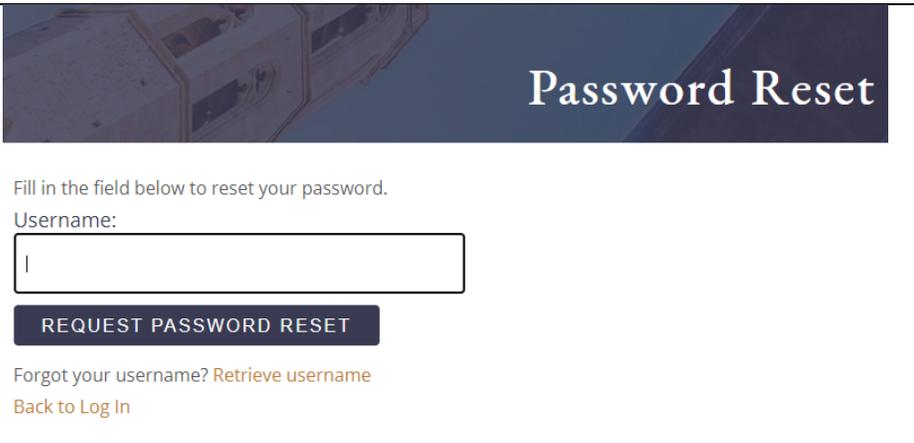
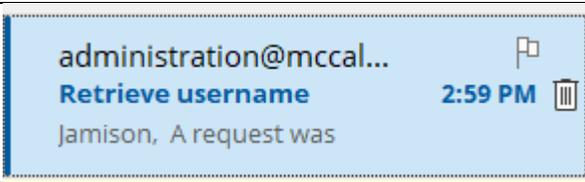
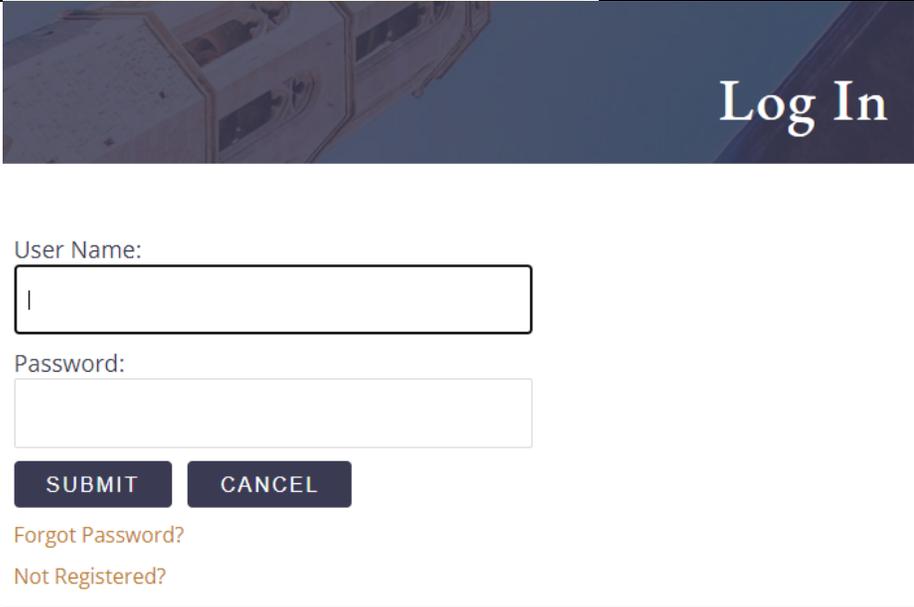
Forgot Password

<p>Go to aocsafeenvironment.org</p>	
<p>Click on the Login link.</p>	
<p>Type in your Username and Password.</p> <p>If you forgot your password, click on the 'Forgot Password?' link and then the 'Submit' button.</p>	
<p>Here you can reset your password.</p> <p>Type in your username and then the 'Request Password Reset' button.</p>	
<p>SafeParish will send you an email with further instructions on how to reset your password.</p>	<p>Instructions have been emailed to you along with your reset code. You have two days to complete the process.</p>
<p>Click on the 'Password Reset' link, which will take you back to SafeParish</p>	<p>A request was received to set/reset your password. Your password reset code is C542597A-5056-8058-36240BDF590D4AF3. Please use this link: Password Reset. If you have questions about your password, please contact your Site Administrator.</p> <p>AoCSafeEnvironment.org System Administrator</p>

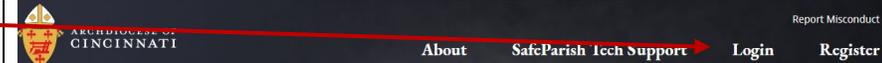
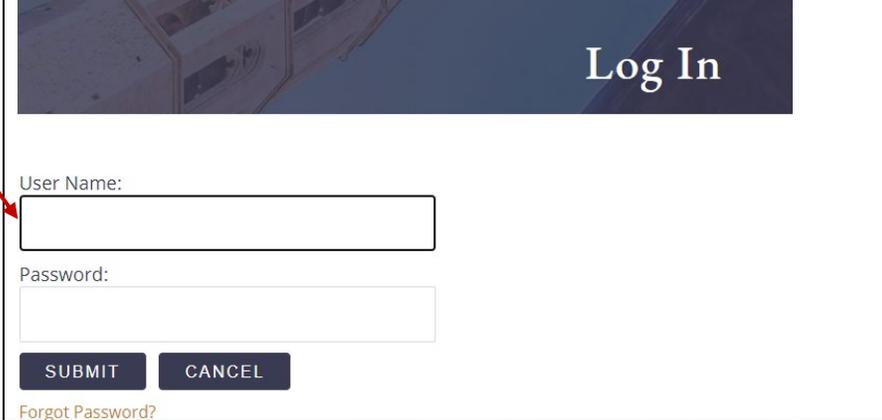
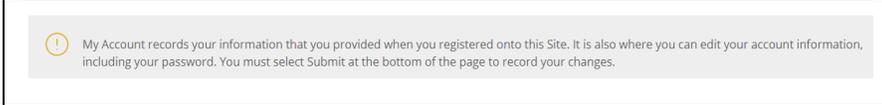
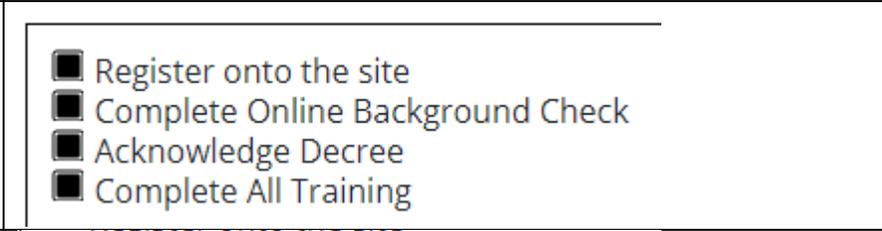
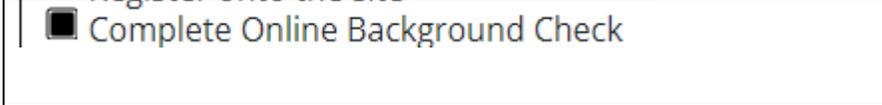
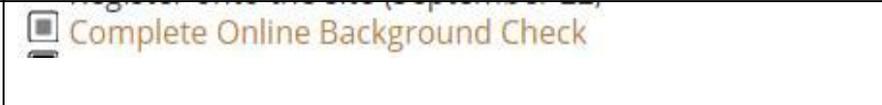
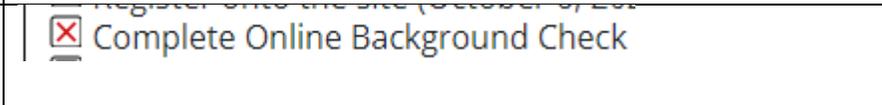
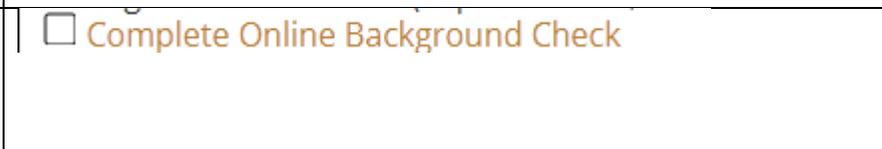
<p>The Reset code from the email is automatically entered and you will need to create a new password and then confirm the new password.</p> <p>WRITE DOWN YOUR NEW USER NAME AND KEEP IT FOR FUTURE REFERENCE AND DELETE YOUR OLD PASSWORD.</p> <p>When you are finished click the 'Submit' link.</p>	
<p>What is my Username?</p>	
<p>What is my Password?</p>	

Forgot User Name

<p>Go to aocsafeenvironment.org</p>	
<p>Click on the Login link.</p>	 <p>ARCHDIOCESE OF CINCINNATI</p> <p>Report Misconduct</p> <p>About SafeParish Tech Support Login Register</p>
<p>If you forgot your user name, click on the 'Forgot Password?' link and then the 'Submit' button.</p>	 <p>Log In</p> <p>User Name:</p> <input type="text"/> <p>Password:</p> <input type="password"/> <p>SUBMIT CANCEL</p> <p>Forgot Password?</p>
<p>Here you click on the 'Retrieve username' link.</p>	 <p>Password Reset</p> <p>Fill in the field below to reset your password.</p> <p>Username:</p> <input type="text"/> <p>REQUEST PASSWORD RESET</p> <p>Forgot your username? Retrieve username</p> <p>Back to Log In</p>
<p>Type in your email address and then click the 'Retrieve Username' button.</p>	 <p>Forget Your Username?</p> <p>Fill in the field below to retrieve your username.</p> <p>Email:</p> <input type="text"/> <p>RETRIEVE USERNAME!</p> <p>Back to Log In</p>

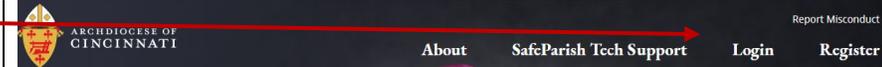
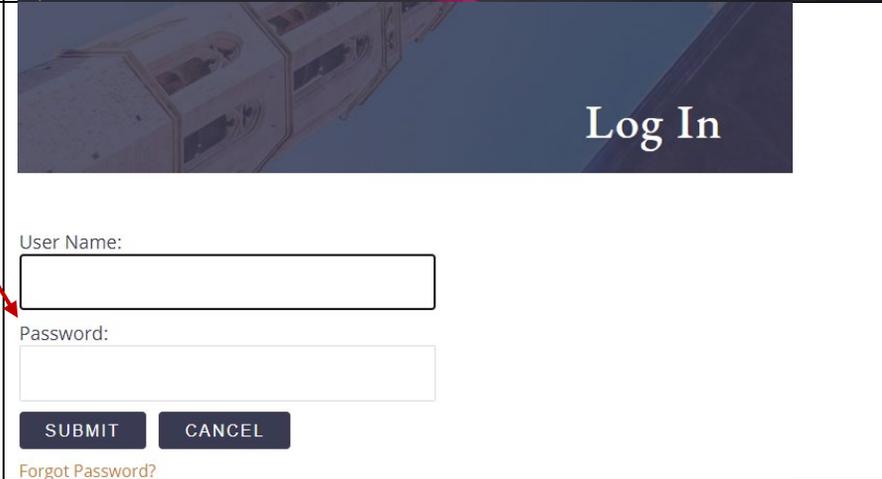
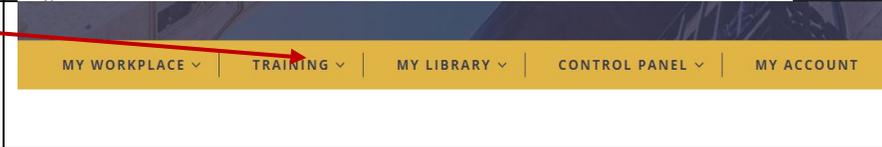
<p>Here you can reset your password.</p> <p>Type in your username and then the 'Request Password Reset' button.</p>	
<p>SafeParish will send you an email with further instructions on how to reset your password.</p>	<p>Your Username has been mailed to you.</p>
	
<p>SafeParish will automatically send you to the Login page where you can type in your username and password.</p> <p>Remember to write down your UserName and password for future reference.</p>	
<p>What is my Username?</p>	
<p>What is my Password?</p>	

Making Changes in SafeParish

<p>Go to aocsafeenvironment.org</p>	
<p>Click on the Login link.</p>	
<p>Type in your Username and Password. Click the 'Submit' button.</p>	
<p>Click on the 'My Account' link.</p>	
<p>You will immediately be taken to your personal information.</p>	
<p>The first information is the dashboard where you will see your requirements and what needs to be completed.</p>	
<p>If a box is completely filled in, the requirement has been completed.</p>	
<p>If a box is partially filled in, the requirement is still in process.</p>	
<p>If a box has a red 'X' in it, it's been flagged or failed to be completed.</p>	
<p>If the item needs to be completed yet, click on the link so you can complete the requirement.</p>	

<p>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.</p> <p>Remember to click the ‘submit button at the bottom of the page to save your changes.</p>	<p>Edit Orgs/Roles</p>
<p>Below, you will see your username and password clue. You also have the option to change your password here.</p>	<p>Change Password To:</p> <input data-bbox="521 701 1325 789" type="text"/> <p>You can change your password by entering a new password here.</p>
<p>IF YOU CHANGE YOUR PASSWORD BE SURE TO WRITE IT DOWN FOR FUTURE REFERENCE AND REMOVE YOUR PREVIOUS PASSWORD.</p> <p>In addition, you may also want to change your Password Hint to reflect your new password.</p>	
<p>Below this, you will see your personal information. Here you can make any necessary changes.</p> <p>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.</p> <p>If you would like to keep your original information, click the ‘Cancel’ button at the bottom of the page to remove your changes.</p>	

Watching the Quarterly Bulletins

<p>Go to aocsafeenvironment.org</p>																						
<p>Click on the Login link.</p>																						
<p>Type in your Username and Password. Click the 'Submit' button.</p>																						
<p>Click on the 'Training' tab.</p>																						
<p>Click on the 'Due' link.</p>																						
<p>To complete the quarterly bulletin, click on the bulletin title.</p>	<p>Modules</p> <table border="1"> <thead> <tr> <th>Module</th> <th>Lesson/Bulletin</th> <th>Due Date</th> <th>Days Past Due</th> <th>Completion Date</th> <th>Attempts</th> <th>Certificate</th> </tr> </thead> <tbody> <tr> <td colspan="7">SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition</td> </tr> <tr> <td></td> <td>2021 - Bulletin Three: Why Victims Of Child Sexual Abuse Don't Speak Out</td> <td>10/10/2021</td> <td></td> <td></td> <td>0</td> <td></td> </tr> </tbody> </table>	Module	Lesson/Bulletin	Due Date	Days Past Due	Completion Date	Attempts	Certificate	SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition								2021 - Bulletin Three: Why Victims Of Child Sexual Abuse Don't Speak Out	10/10/2021			0	
Module	Lesson/Bulletin	Due Date	Days Past Due	Completion Date	Attempts	Certificate																
SafeParish: Protecting Children From Sexual Abuse - Arch. of Cincinnati Edition																						
	2021 - Bulletin Three: Why Victims Of Child Sexual Abuse Don't Speak Out	10/10/2021			0																	

You will see a short introductory video telling you what this bulletin is about.

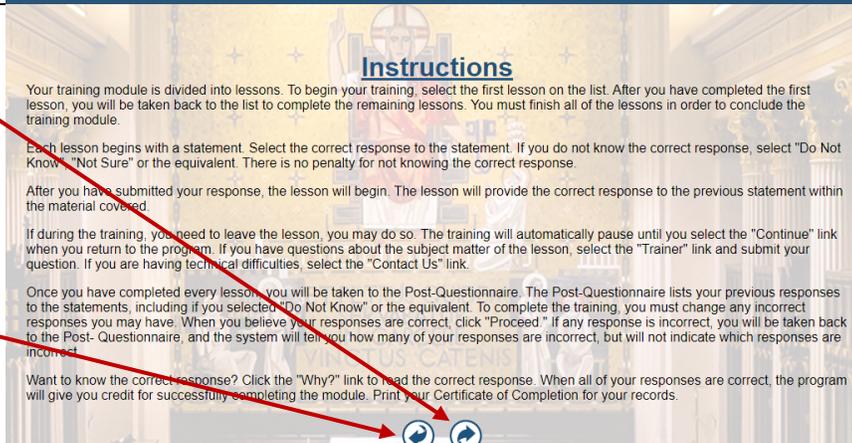


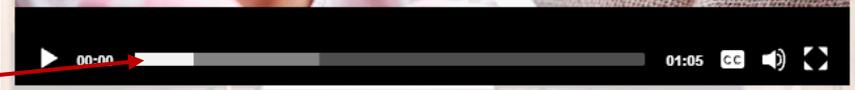
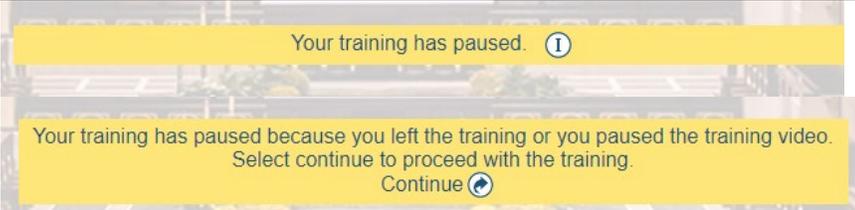
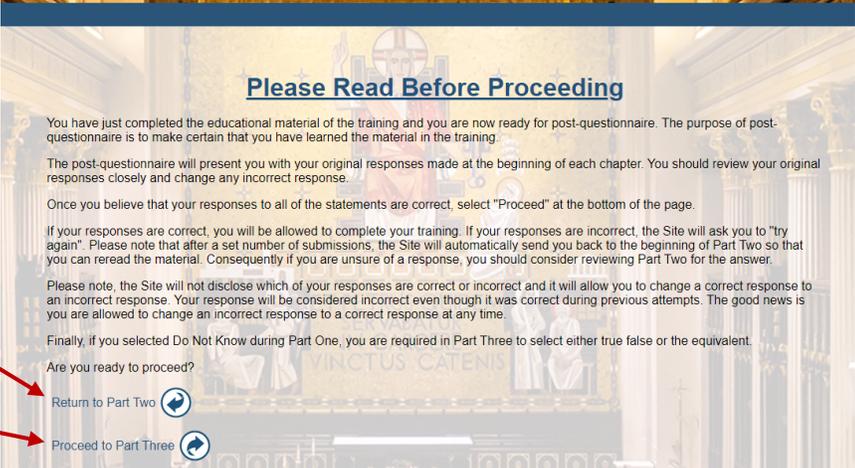
You will then see a screen where instructions are shown on how to proceed with this process.



You are finished reading the instructions, click the forward arrow on the right.

If you would like to go back to the previous screen, click on the back arrow on the left.



<p>The next screen will show you the chapters.</p> <p>Click on the chapter you would like to see first.</p>	
<p>Please watch the entire video WITHOUT advancing the process bar. IF you advance the bar, you will NOT get credit for completing this chapter.</p>	
<p>If you stop the video by going to another screen on your computer, the video will be stopped.</p>	
<p>When the chapter is completed, you will be returned to the original chapters screen, where you can click on the next chapter.</p>	
<p>This process will continue until all the chapters are completed.</p>	
<p>Once all the chapters have been completed, you will see these instructions.</p> <p>Please read them carefully. IF you want to review the chapters, click the top, left facing arrow.</p> <p>If you are ready to continue, click the bottom, right facing arrow.</p>	

This is where you can change / review your answers from each chapter.

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 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.

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 [Materials](#) and select this lesson. Thank you for attending this training course.

Question	Correct Response	Your Initial Response
Children cannot legally consent to any form of sexual activity.	True Why?	True
It is common for child sexual abuse victims not to speak out about the abuse.	True Why?	True
Safe adults can learn the signs of possible child sexual abuse.	True Why?	True

Congratulations! You have completed this bulletin. [View certificate](#)

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You can confirm the completion of your quarterly bulletins by going to the 'Training' tab and clicking on the 'Completed' link.

Training Due

MY WORKPLACE | **TRAINING** | MY LIBRARY | CONTROL PANEL | 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
<ul style="list-style-type: none"> 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

- Protecting God's Children for Adults at INCARNATION (6/19/12 @) -- [Print Certificate](#)