SafeParish User Guide

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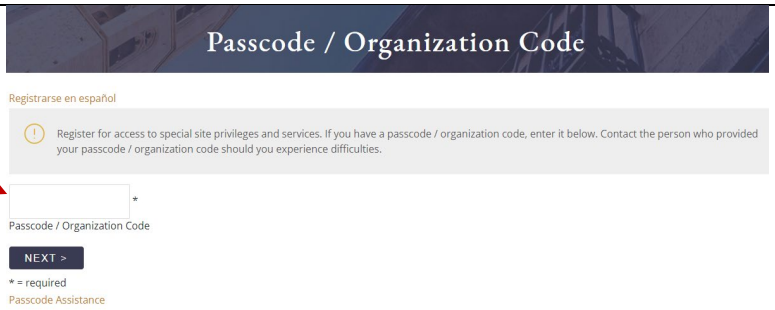
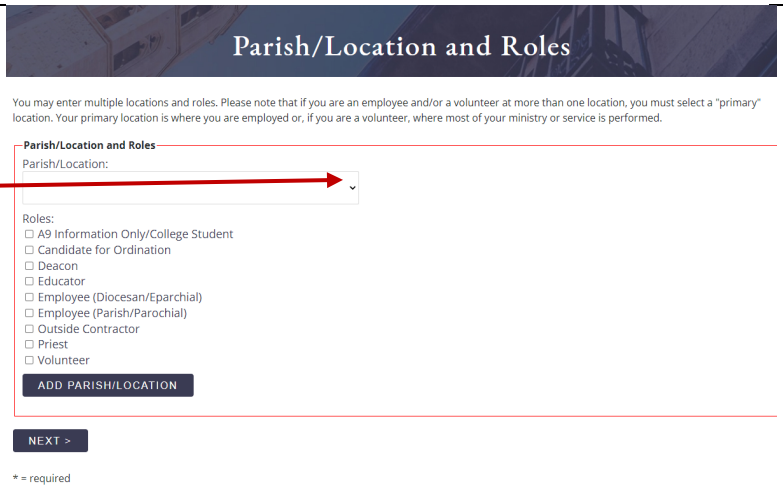
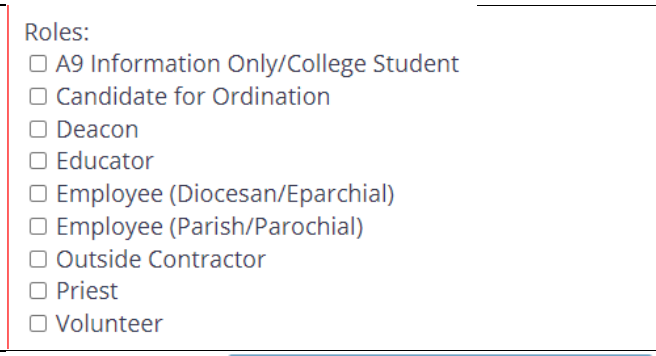
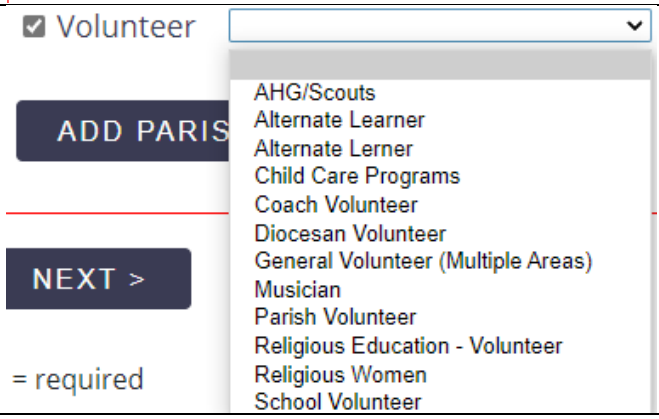
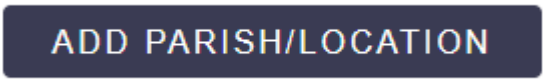
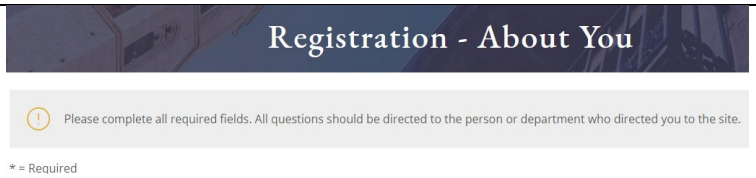
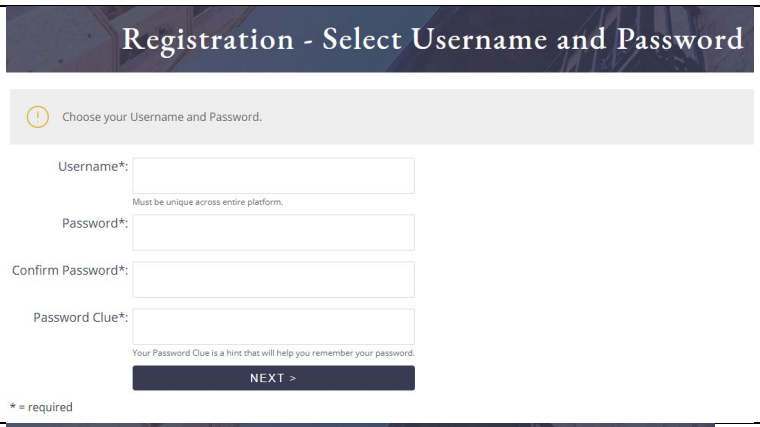
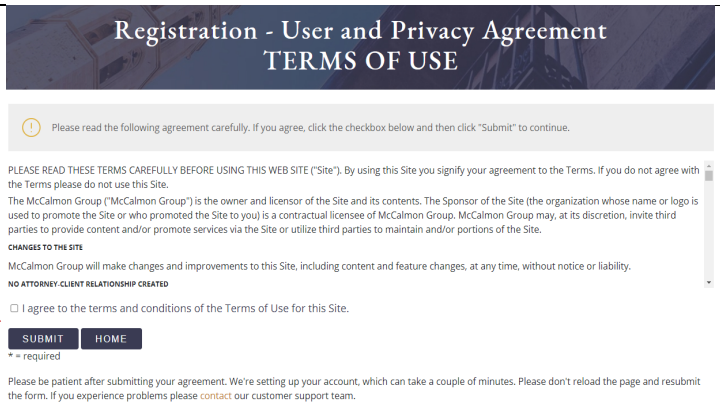
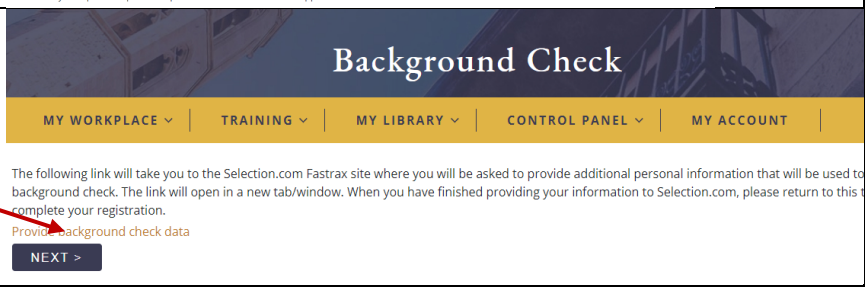
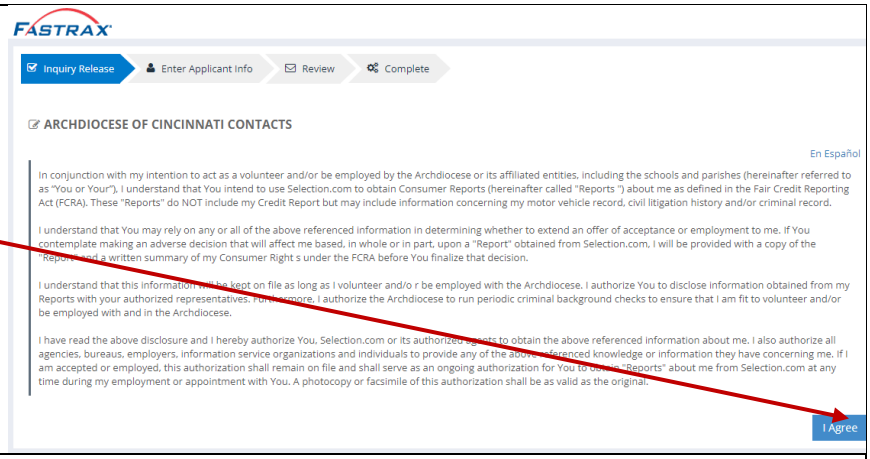
SafeParish Registration

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

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

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

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



<u>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.</u>

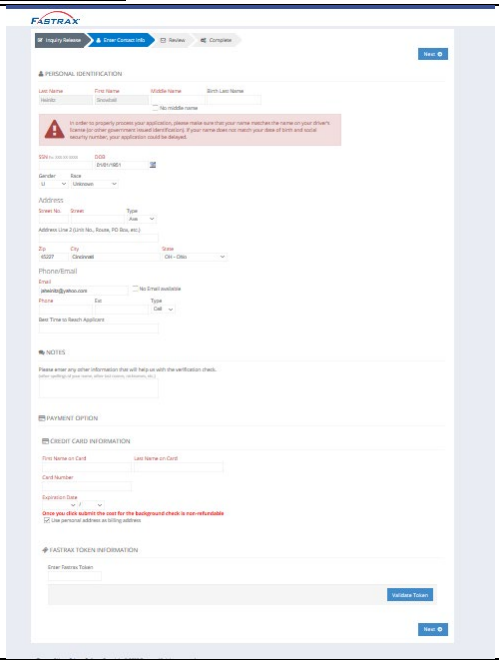
<u>The cost is $25. If you do NOT have a token, have your credit card ready.</u>

<u>Your Fastrax token is – _____</u>

<u>Make sure ALL your information is complete and correct on this form.</u>

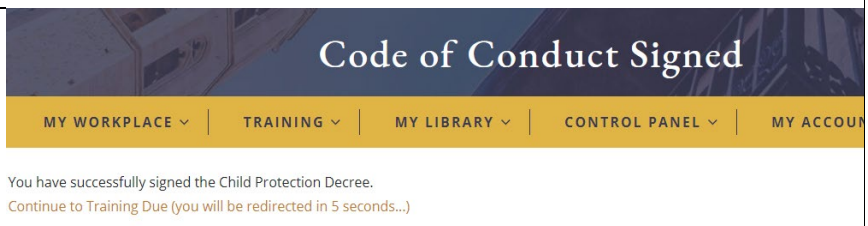
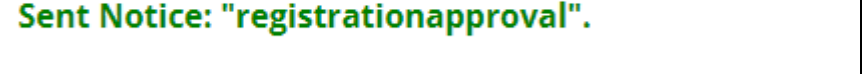
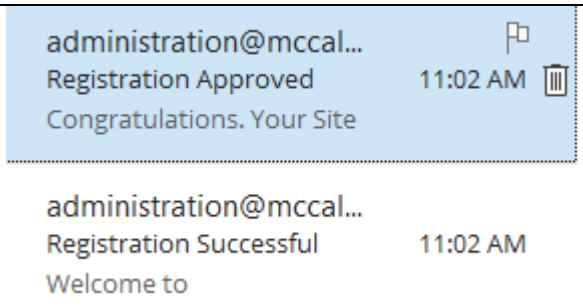
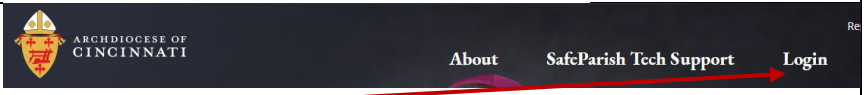
You have a choice of paying via a credit card OR by a Fastrax Token.

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



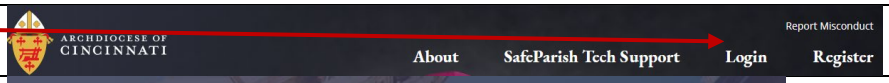
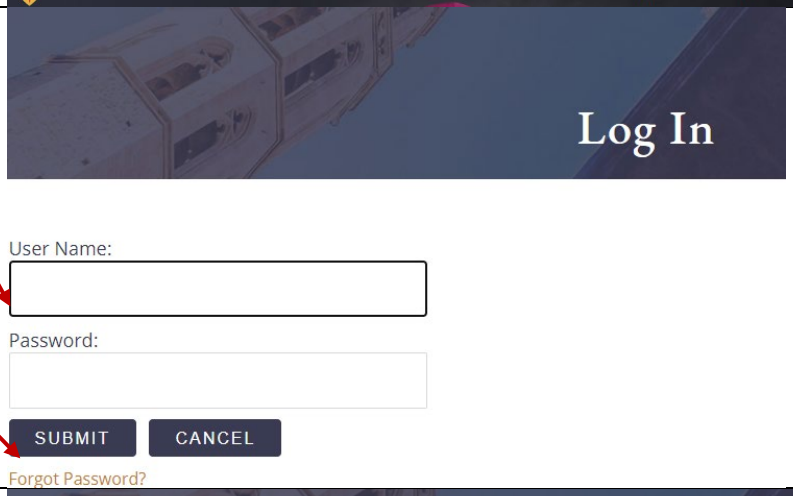
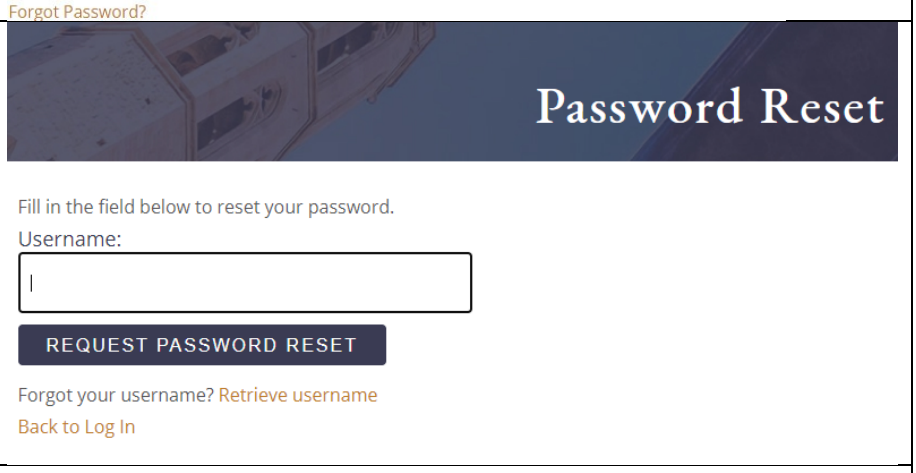
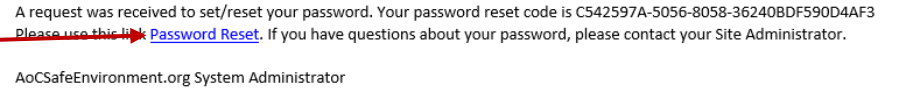
Do **NOT** log out of the system until the process is completed. If the process isn't completed in one sitting, you will have to wait at least 24 hours to make the attempt again.

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. **<u>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.</u>**

Please download and review the Decree on Child Protection documents. Once you have reviewed the documents, click on the 'I have downloaded and read the Child Protection Decree and Agree to Its Requirements' button.	
You have completed the requirements for your role.	
This is the required initial SafeParish assigned to all new individuals to SafeParish. This module is about 1.25 hours long.	
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.	
You will also receive registration emails from SafeParish.	
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	

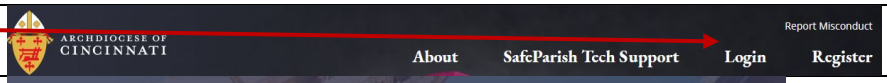
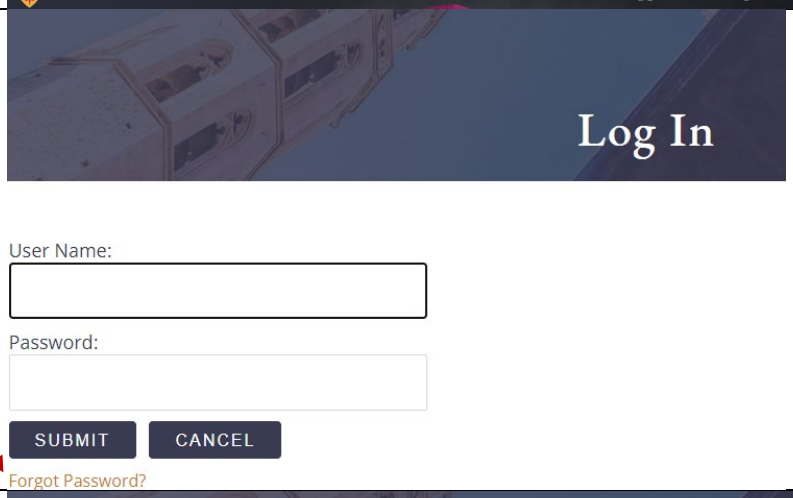
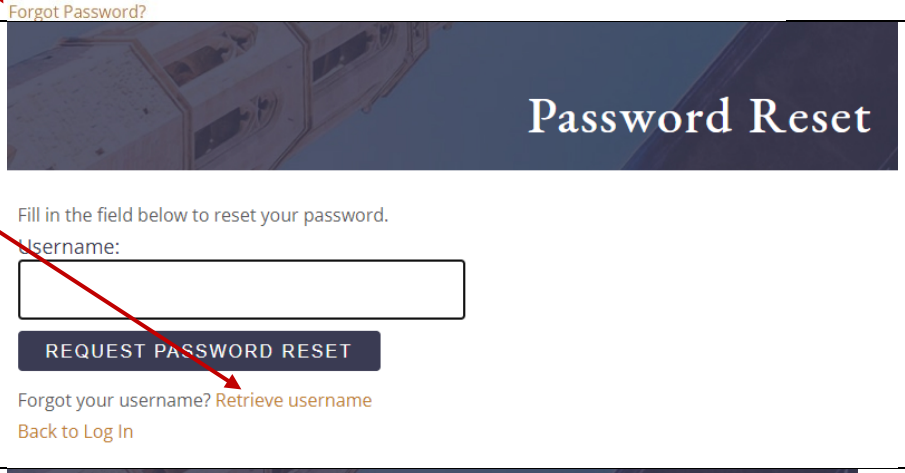
What is my Username?	
What is my Password?	
What is my Password Hint?	

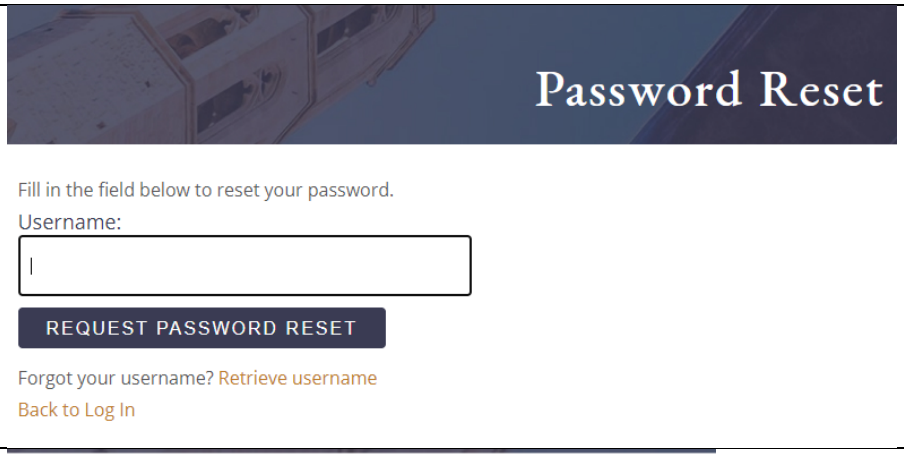
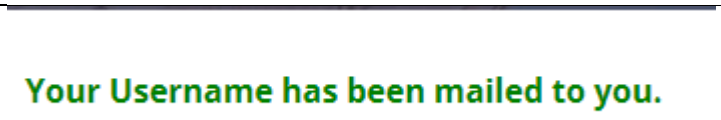
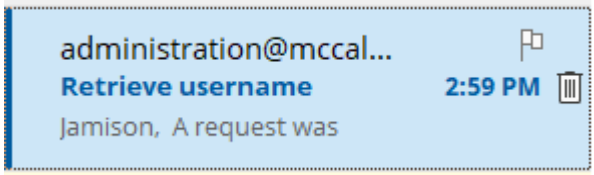
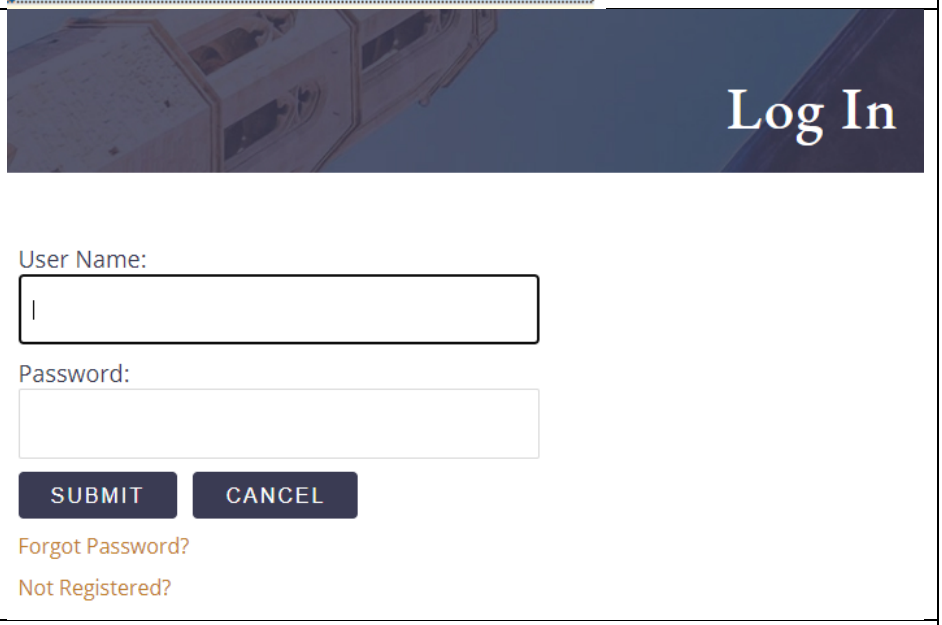
Forgot Password

Go to aocsafeenvironment.org	
Click on the Login link.	
Type in your Username and Password. If you forgot your password, click on the 'Forgot Password?' link and then the 'Submit' button.	
Here you can reset your password. Type in your username and then the 'Request Password Reset' button.	
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, ~~which will~~ take you back to SafeParish	

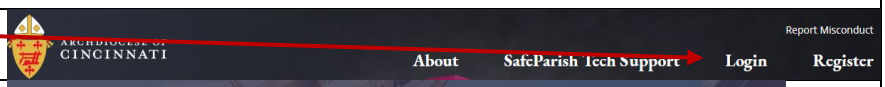
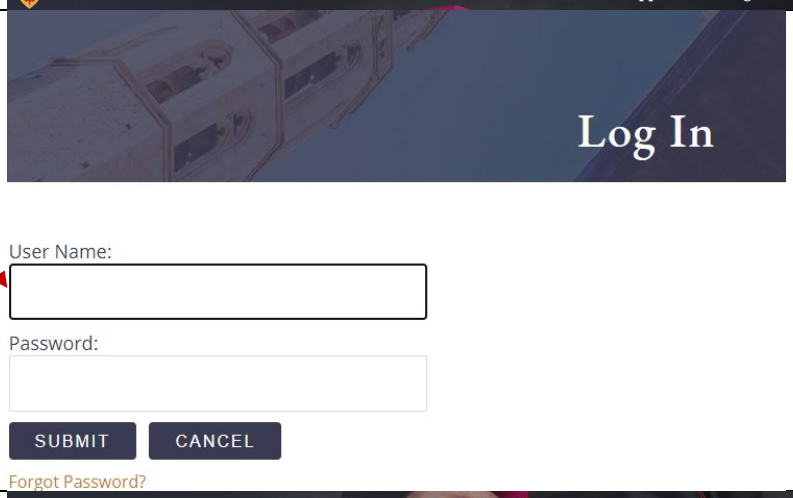
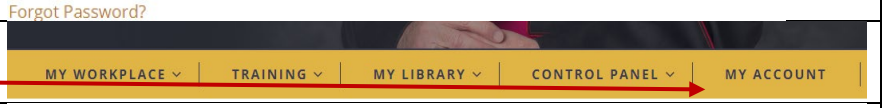
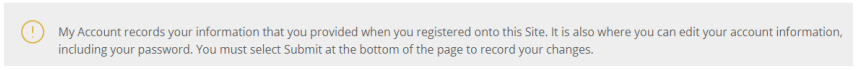
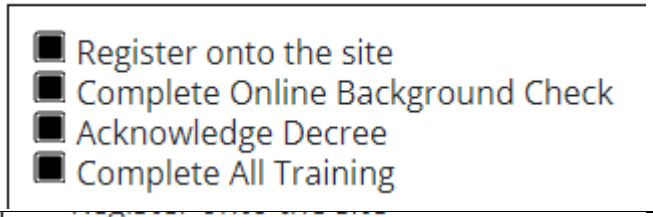
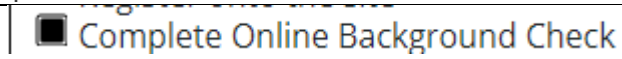
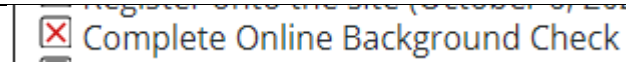
The Reset code from the email is automatically entered and you will need to create a new password and then confirm the new password. **WRITE DOWN YOUR NEW USER NAME AND KEEP IT FOR FUTURE REFERENCE AND DELETE YOUR OLD PASSWORD.** When you are finished click the 'Submit' link.	
What is my Username?	
What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

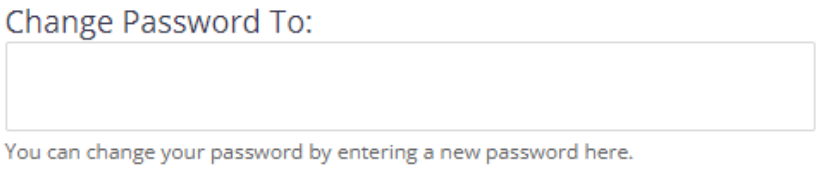
Forgot User Name

Go to aocsafeenvironment.org	
Click on the Login link.	
If you forgot your user name, click on the 'Forgot Password?' link and then the 'Submit' button.	
Here you click on the 'Retrieve username' link.	
Type in your email address and then click the 'Retrieve Username' button.	

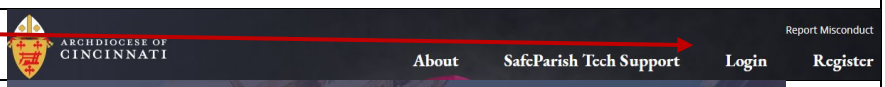
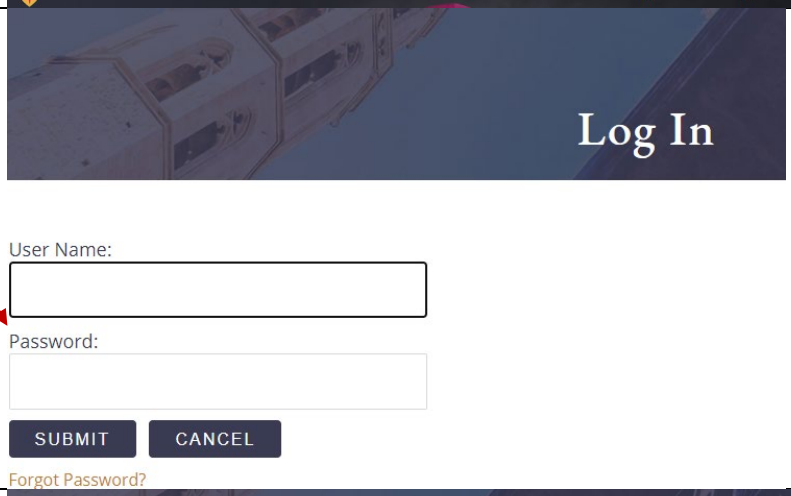
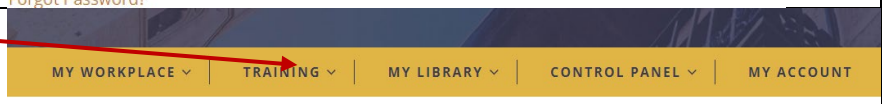
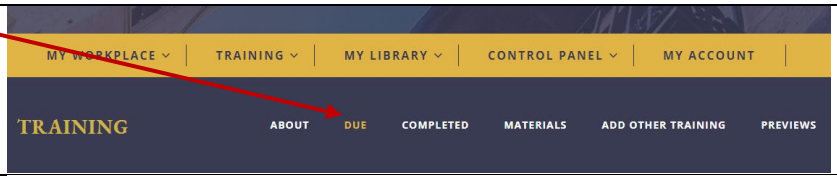
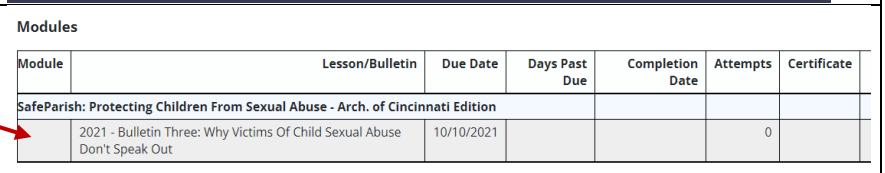
Here you can reset your password. Type in your username and then the 'Request Password Reset' button.	
SafeParish will send you an email with further instructions on how to reset your password.	
	
SafeParish will automatically send you to the Login page where you can type in your username and password.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

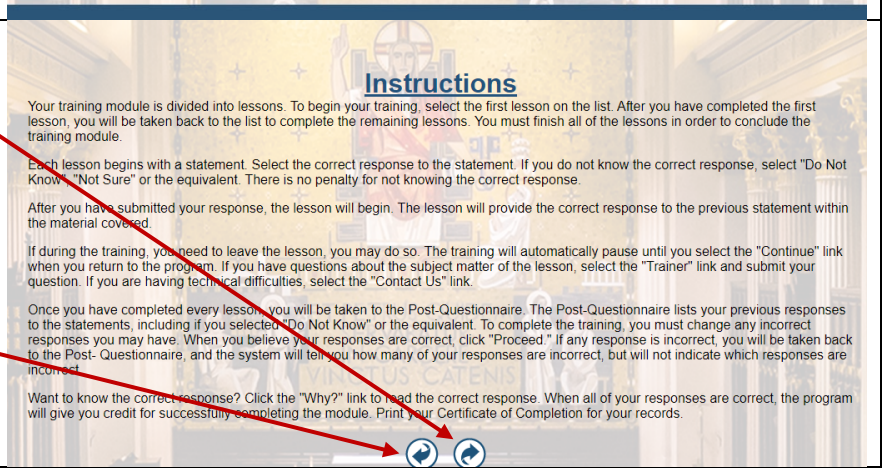
Making Changes in SafeParish

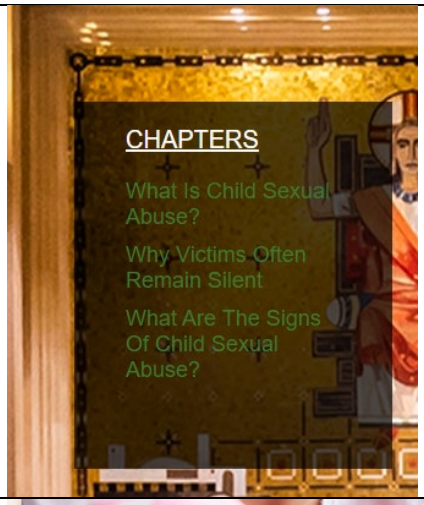
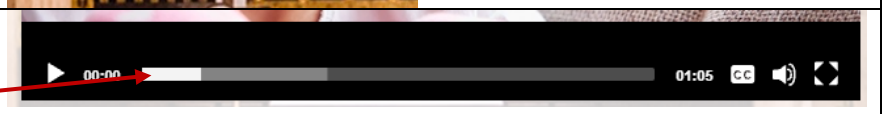
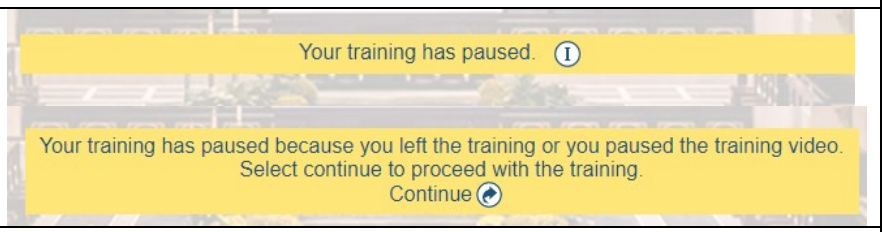
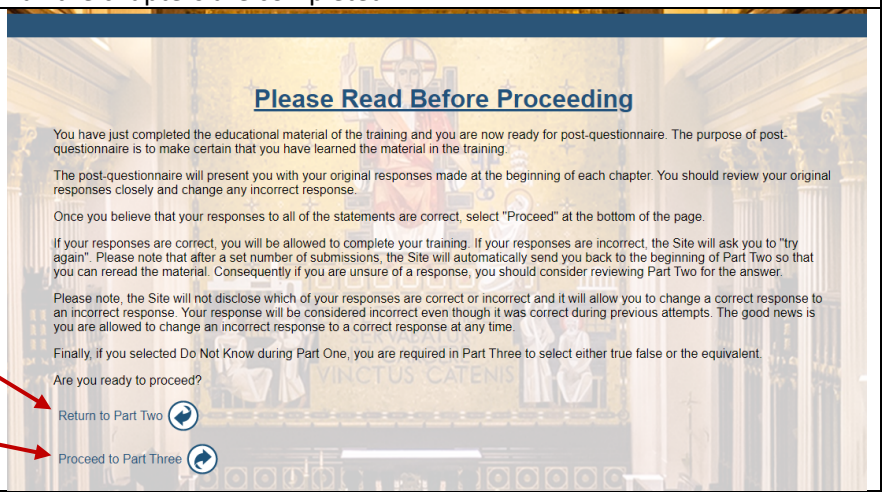
Go to aocsafeenvironment.org	
Click on the Login link.	
Type in your Username and Password. Click the 'Submit' button.	
Click on the 'My Account' link.	
You will immediately be taken to your personal information.	
The first information is the dashboard where you will see your requirements and what needs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

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. **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.	
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.	
Type in your Username and Password. Click the 'Submit' button.	
Click on the 'Training' tab.	
Click on the 'Due' link.	
To complete the quarterly bulletin, click on the bulletin title.	

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.	

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

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

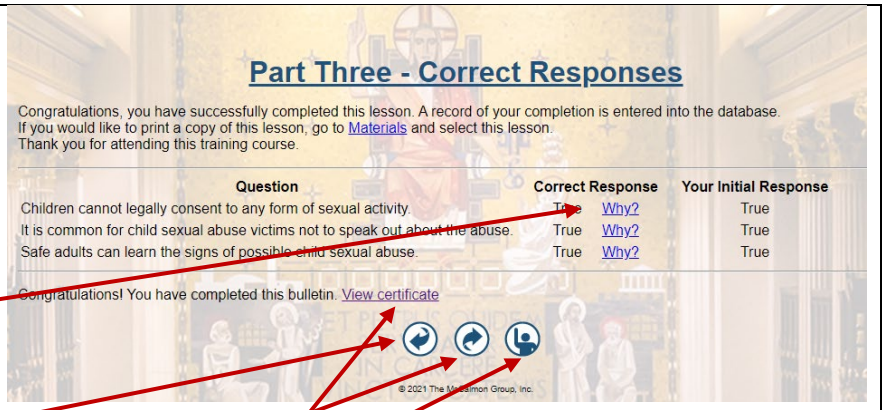
If you click on the ‘why’ link after the Correct Response column, you will be returned to that chapter.

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.



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