

SAFE ENVIRONMENT USER REGISTRATION

New Employees | Volunteers | Coaches



ST. MARY'S
SOUTH SIDE CATHOLIC
HIGH SCHOOL

Go to www.preventandprotectstl.org

>> Click "REGISTER" below the LOG IN button.

Next Page: PASSCODE/ORGANIZATION CODE

>> Enter the passcode: **stlprotect** and then click NEXT.

Next Page: PARISHES/LOCATIONS and ROLES

Use Drop Down fields to:

>> Select the LOCATION CATEGORY where you are a volunteer or an employee

- Choose: **Non-Parish School or Program**

>> Select the specific PARISH/LOCATION by name

- Choose: **St. Mary's South Side Catholic High School**

>> Click the box(es) for the ROLES associated with your employment/service at the school

As Applicable: Volunteer, Parent, Educator-Teacher; Educator-Admin/Staff; Coach, etc.

Then:

>> If you are only active at one location, click NEXT

>> However, if you are active at more than one location, click the ADD PARISH/LOCATION button and repeat steps above. You will also need to select the radio button next to the appropriate location to indicate "This is my main/primary location"

Next Page: REGISTRATION – ABOUT YOU

>>Please enter your PERSONAL/HOME information (not place of employment/service address).

Next Page: USERNAME & PASSWORD

>> Create a username, password and password clue (Keep in a safe place!)

Next Page: OLD USER RECORDS

If you are new to Safe Environment for the Archdiocese, this should not apply.

Next Page: USER / PRIVACY

>> Read and agree (click box) to the Terms of Use, and click SUBMIT

Continue →

Next Page:

>> Click the link to **Provide Background Check Data**.

>> Enter your personal information in the fields as indicated. Scroll to bottom, click NEXT.

>> Read the "Fair Credit Reporting Act Background Check Disclosure". *Note that there are NO credit checks and no soft hits to credit in this process!*

>> *Scroll to bottom and electronically sign. Click NEXT.*

Next Page: APPLICANT INFORMATION

>> Review all of your personal information that will be used to run your background check!

>> Scroll down to bottom. If you would like to receive a copy, click box. SUBMIT REQUEST.

>> You will receive confirmation "Your request has been successfully submitted"

[If you want to work on the other requirements, close tab and navigate back to home page]

Other items to complete: (read the remainder of this page for additional information)

1. Register for a Protecting God's Children workshop* (if previously attended, see box below)
2. View TWO online training modules (approx. 20 minutes each) You can start/stop anytime.
3. Electronically sign the Code of Ethical Conduct

*If you have previously attended a PGC workshop, the system will find and/or ask you to confirm your previous record of attendance. You will not be prompted to register for an upcoming workshop.

HOWEVER: If, for some reason, it does not match your previous training to this account and you are prompted to register for a class:

- 1) **please register** for workshop labeled "PREVIOUSLY ATTENDED-DATE NOT LISTED (12/31/20 @ 12:00pm)"
- 2) send an email to **ocyp@archstl.org**. If you have an idea of what the discrepancy could be or an approximate date of your original workshop, you could include that as well. The office staff will research this issue and the original training will be tied to your new account manually.

>> You may use the links in your approval checklist to access these requirements (any **blue link** on your screen is active, and indicates it is yet to be completed) OR click on the red TRAINING tile on the home page (then click on DUE).

- Register onto the site
- [Submit New Background Check](#)
- Complete "[Protecting God's Children](#)" training
- Complete "[Mandated Reporter](#)" training
- Complete "[Code of Conduct](#)" training
- Sign "[Code of Conduct](#)"

>> **These steps may be completed in any order 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 by the OCYP office.