

## Ursuline Academy: Safe Parish Requirements and Process for Volunteers

### Requirements:

- All volunteers at Ursuline Academy are required to register with SafeParish for your Archdiocese of Cincinnati SafeParish™ account, complete a background check, and complete the initial and ongoing SafeParish training requirements.

### Registration/On Going Training Process:

- If you have already been SafeParish certified, through another school or church, you can add Ursuline to your Safe Parish Account. Simply log in, scroll down to My Account and then click on the yellow link “Edit Org/Roles” and save.

### SAFE ENVIRONMENT (SAFEPARISH) USER REGISTRATION

- Go to [www.AoCSafeEnvironment.org](http://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 menu where you are a volunteer.
- Click the role(s) associated with your service at the parish, school, or Archdiocesan institution.
- Select a sub-role from the drop down to describe your 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 most of your ministry or service is performed.
- Complete your personal information. Please enter your legal name as it appears on your driver’s license 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.
  - **Be sure to write down this information and keep it in a safe place for future use.**
- Read and acknowledge the User and Privacy Agreement Terms of Use.
- If you have not previously completed an online background check you will be prompted to submit information for a background screening through SELECTION.com.

- There is a small fee for the background check, payable by credit card.
- 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*.
- IMPORTANT: TO VERIFY ALL TASKS HAVE BEEN COMPLETED, PLEASE GO TO “MY ACCOUNT” WHEREBY ANY REMAINING TASKS WILL BE LISTED. IF NECESSARY, CLICK ON THE LINK (IN BROWN TEXT) TO COMPLETE EACH OPEN TASK.
- SafeParish sends emails periodically with required training. Please ensure to complete trainings timely.