

# Safe Environment Instructions Checklist

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Volunteers are required to complete this process to assure a Safe Environment for our children.

Safe Environment Coordinator

412-381-0212 or [safe-environment@smomp.org](mailto:safe-environment@smomp.org)

For the Database – go to the Diocese of Pittsburgh website [www.diopitt.org](http://www.diopitt.org) scroll down the left hand column and click on “*Safe Environment Database*”

- 1 - Safe Environment Database – Complete the Checklist in the Database:**
  - The instruction card (*copied on the back of this checklist*) indicates how to access the Safe Environment Database.
  - Complete all the information requested in the online Safe Environment Database and submit it. In the main menu, every item on the list should have a green checkmark beside it. If you need assistance, contact the Safe Environment Coordinator.
  
- 2 - Contact the Safe Environment Coordinator – to notify you have completed the Database (see contact info at the top of this page):**
  - The Safe Environment Coordinator will then get your **Pennsylvania State Police Criminal Record Check**.
  - The Safe Environment Coordinator will send you 2 form to be filled out and signed:
    1. ***Pennsylvania Child Abuse History Clearance*** application
    2. ***Consent/Release of Information Form for the Pennsylvania Child Abuse History Clearance***
  
- 3 – Fill in the required information and sign them. Return them to the Safe Environment Coordinator at the parish offices in the envelop provided:**
  - The Safe Environment Coordinator will mail everything in to the DPW and get the final clearances for your database
  
- 4 – Take a a "Protecting God's Children" workshop or online training:**
  - A list of scheduled workshops are listed on the Diocese website [www.diopitt.org](http://www.diopitt.org) - scroll down the left hand column an click on “Protecting God’s Children Workshops. ” Be sure to register.
  - Alternatively, you can also take the class online. Go to the diocesan website and scroll down the left hand column an click “Online Training for Protecting God’s Children” and follow the prompts to register.
  
- 5 –Call the Safe Environment Coordinator at the rectory to tell him you have attended the workshop and verify that all the required items have been completed for the database.**

## Online Database Instruction Card

1. Go to the website for the Diocese of Pittsburgh at [www.diopitt.org](http://www.diopitt.org) - Scroll-down the left hand side of the home page to the "Protecting God's Children" menu and click on "Safe Environment Database". This will take you to the application login.
2. At the top of the login page click on the underlined click here where it says, "If you do not have a user id and password, please click here to register."
3. You will now be at the "New User Registration" screen, and all fields under this will require entry except for the email address.
4. In the "Primary Site" field, select the entity where you do the majority of your work or ministry [*St. Mary of the Mount*]. The "Type of Application" requires you to check whether you are an employee or volunteer. The "User ID" field requires that you enter your own password for access to your application. The bottom of this screen explains the requirements of a User ID. The "Password" field is similar, and you will be asked to type it in twice.
5. This will take you to the "access code field" where you enter the diocesan password. [*The password is: "protect"*]
6. In the "First Name" and "Last Name" fields, type in your name as it appears on your driver's license. In the "Date of Birth" field, type your date of birth in the mm/dd/yyyy format. You will be asked to type it in twice.
7. Write down your User ID and Password for future reference, and click the "Register" button. You should receive a message that you have successfully registered.
8. Then, click on the underlined link where it says, "Please click hereto login and continue your application."

At the Login Page enter your User ID and Password, and click "Login." This will take you to the "Application Screen" for you to fill out your application.