

FINGERPRINT REGISTRATION AND SAFE ENVIRONMENT TRAINING

Instructions for those volunteers and employees who have not been fingerprinted or are due to be re-fingerprinted (every five years):

Volunteers who have never been fingerprinted, or who are due to be re-fingerprinted, must first register online by accessing the Diocesan website at www.orlandodiocese.org. Please select the "employment" and then "fingerprint and background screening" drop-down boxes.

At the fingerprint registration site, please complete all information requested. You will be given a choice of locations, dates and times in which to make an appointment to be physically fingerprinted. After having completed submission of your fingerprints, please save the bar code associated with your fingerprint registration as you will need it to register for Safe Environment training.

Instructions for Safe Environment training are as follows:

- Go onto the internet and type in orlandodiocese.org
- The left side of the home page is shaded green. Scroll down the green area and locate the sixteenth (16th) listing "Employment".
- Move your cursor over the word Employment and a popup box will appear.
- **Click** on the wording "Safe Environment Training Video".
- Scroll two-thirds the way down the new page and enter your whole name (John Smith).
- Enter your email address that you want your test score emailed to.
- Make up a user name (Example: jsmith) then write it down; you will use it again later during this process.
- Create a password, then write it down; you will use it again later during this process.
- Type in your password one more time.
- Type in the last 4 digits of your Social Security Number.
- Type in the 11-digit barcode you received after registering to be fingerprinted.
- Type in the name of your location (the church or school or place where you volunteer).
- **Click** on the button "Register".
- On the right hand side of the new page a gray box will appear, type in your user name and password.
- **Click** on the button "Login".
- A gray box will appear on the right hand side of the new page, **click** the wording "Test Area".
- At the bottom of the screen, confirm the correct spelling of your name and **click** submit.
- **Click** on the drawing of a blue folder with the wording Show All Courses.
- In the middle of the page you will see the wording "Safe Environment Training Quiz". **Click** on the drawing of the yellow pencil and note pad.
- **Click** on the wording on the middle of the page that reads "Click here to watch the video".
- A video screen will appear; it might take up to a minute for it to load. The video is 20 minutes long.
- After you watch the video close out of that window.
- At the bottom of the new page **click** the button "Continue".
- The test page will appear, please answer the 13 questions.
- When you finish the test your test scores will be IMMEDIATELY emailed to the email address you entered at the beginning of this process. A copy is e-mailed IMMEDIATELY to the Diocese of Orlando HR office.

Click on My Test Results to view and print your certificate of completion.
Keep the certificate in case you are contacted for further verification.

