

## **Procedures for new Volunteers to become clear for volunteering.**

### **STEP 1 Fingerprinting clearance:**

Schedule Fingerprint appointment.

See detailed **Instructions A.**

Receive barcode number.

### **STEP 2 Safe Environment Training:**

View Safe Environment Training Video & take the Test

See detailed **Instructions B.**

Use barcode number for registration.

### **STEP 3 Go to Fingerprint Appointment.**

## **Procedures for current Volunteers to renew clearance for volunteering.**

### **To renew fingerprint clearance only:**

**STEP 1** Schedule Fingerprint appointment.

See detailed **Instructions A.**

Receive barcode number.

**STEP 2** Go to Fingerprint Appointment.

### **To take the Safe Environment Test:**

**STEP 1** View Safe Environment Training Video & take the Test

See detailed **Instructions B.**

Use barcode number assigned at fingerprint registration

**STEP 2** Bring printed Certificate of Completion to school office

**FINGERPRINT APPOINTMENT ONLINE REGISTRATION PROCESS**

**(You must have your Social Security Number and Government Issued ID)**

1. Log on to [www.orlandodiocese.org](http://www.orlandodiocese.org). Click on Ministries and Offices then on the drop down menu click on **Safe Environment**, XSSHU ULJKW then on **FINGERPRINT**. Click on the word “here” which will take you directly to the fingerprinting link.
2. The process begins with an Instruction Page detailing the requirements of the Diocese of Orlando on who is to be fingerprinted and an overview of the registration process. You will be asked to check the box certifying that you understand the instructions. Click **NEXT** to proceed.
3. Choose **Blessed Sacrament Church** and then your **POSITION TYPE** such as employee, **volunteer** or vendor. Enter the **CONFIRMATION CODE** you see on the screen, and then click **SUBMIT** to process.
4. Choose a convenient parish/school location to have your fingerprinting processed. You can search by **Zip Code**. Instructions are provided informing you of the remaining steps in this process.
5. After searching by **Zip Code**, a list of parish/schools will be displayed. Please select the location you would like to schedule your appointment.
6. The **BUY NOW** function allows you to continue the registration process.
7. You will be able to select two dates and times when you will be available for fingerprinting at the site. The parish/school fingerprinting location will confirm your appointment date and time by email.
8. The next step in the process is for you to enter your personal information. Requiring you to enter personal information here affords you some privacy that would not exist if you were required to provide this information at the parish/school. **This way, the only items you are required to bring with you for your fingerprinting appointment are your Government Issued ID and the barcode that is generated from this on-line registration**
9. All fields are red. As you enter the required information, the red fonts turn black. The fields also include a popup help box to assist you with entering the information. **The height and weight fields require (3) three digits; therefore, 5’7” is entered 507.**
10. If you do not have an email address, the “No Email Address” button can be chosen. If you do not have one, the email defaults to a default email at the Diocese of Orlando.
11. After entering the demographics, you are provided a snapshot view of what was entered. If the information is incorrect, the edit button returns you to the previous page to allow you to correct the information. If it is correct, **check the box** at the bottom and click **NEXT** to proceed.
12. The next step will be to read the disclosure form. The form outlines the requirements regarding sealed and expunged records; level 2 fingerprint based backgrounds checks; and provides authorization to the Diocese of Orlando to conduct the investigation. There are a few questions that require responses. Select the appropriate response to the question and provide additional information (as needed) in the space provided.
13. You are required to review the disclosure, **enter your initials and check the box**, before clicking **NEXT** to proceed. The initials must match the name entered on the demographics page or you cannot continue the registration process.
14. **Volunteers / Employees: BLESSED SACRAMENT will be paying for this process. Please check “PAY BY PAPER CHECK”. (Do not provide payment information on line) Once you have completed the Payment page, you will be prompted to print a barcode receipt. This receipt is required by the fingerprinting center when capturing your fingerprints. You can either write down the barcode number or print the receipt.**

15. If you provided an email address on the demographics page, this receipt is also emailed.
16. Take the barcode receipt (or written barcode number) with you to your fingerprinting appointment.
17. **Contact the parish office** at (321) 632-6333 and notify the office of your scheduled appointment date, to ensure payment Blessed Sacrament.
18. If you are a new volunteer, you must also complete the Safe Environment Training video and test PRIOR to your scheduled fingerprint appointment.

See **Instructions B**; (scroll down) you will need your barcode number to register for this test.

## INSTRUCTIONS B

### SAFE ENVIRONMENT TRAINING – Step by step instructions for on-line video & test:

- Go onto the internet and type in [www.orlandodiocese.org](http://www.orlandodiocese.org)
  - Click on **Safe Environment**, then on SAFE ENVIRONMENT TRAINING
- Click on the wording “Register and begin Safe Environment Training”.

A new page will appear:

- Scroll two-thirds the way down the new page and enter your whole name (Mary Smith).
- Enter your email address that you want your test score emailed to.
- Make up a user name (Example: msmith) 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 Barcode area: use the barcode assigned to you when making fingerprint appointment  
OR use: 01020304050
- Type in the name of your location (St. Margaret Mary School).
- Click on the button “Register”.

A new page will appear:

- 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 new page will appear:

- A gray box will appear on the right hand side of the new page, click the wording “Test Area”.

A new page will appear

- At the bottom of the screen, confirm the correct spelling of your name and click submit.

A new page will appear:

- Click on the drawing of a blue folder with the wording Show All Courses.

A new page will appear:

- 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.

A new page will appear:

- 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.

A new page will appear:

- At the bottom of the new page click the button “Continue” .

A new page will appear:

- 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.**

**Provide a copy of the certificate to the parish office.**

**Keep a copy of the certificate in case you are contacted for further verification.**