

Creating a Safe Environment (for Volunteers) Online Training Instructions

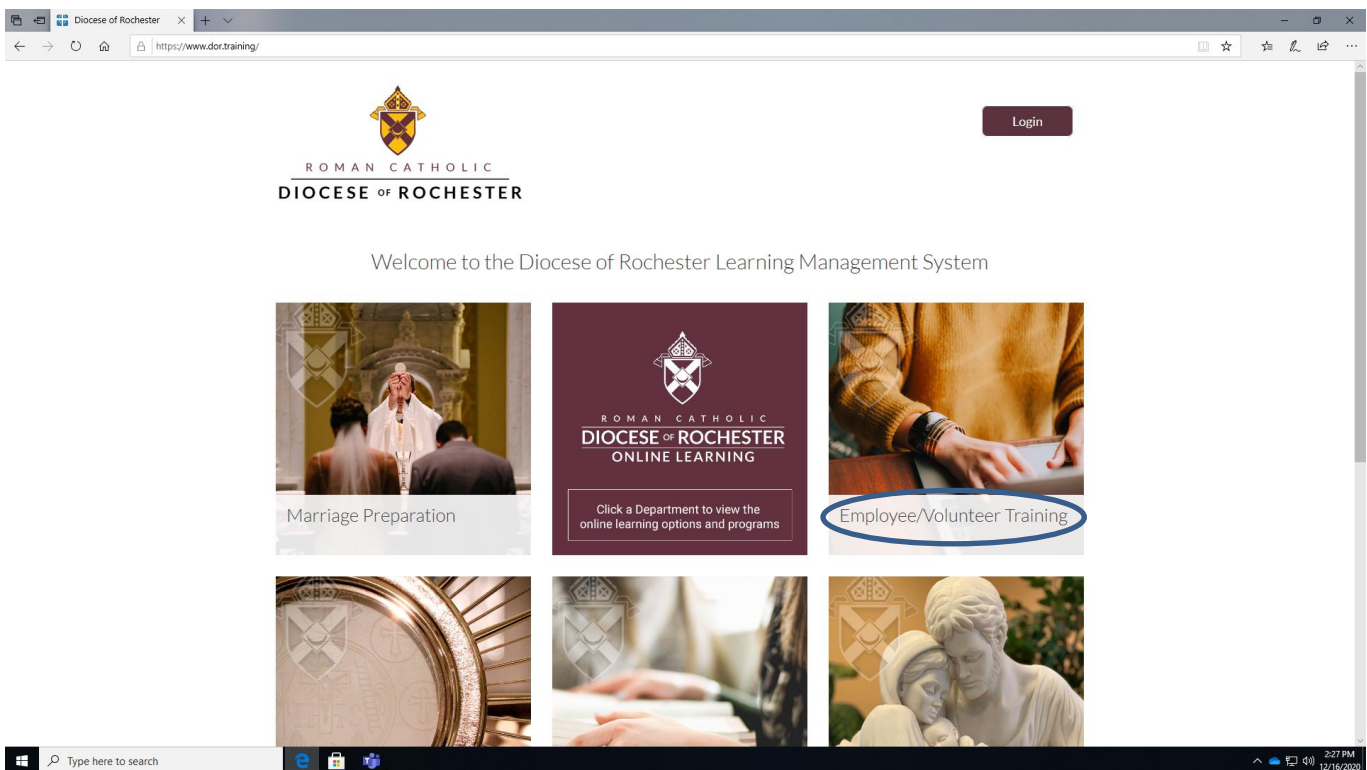
All adult volunteers need to complete the same training—whether they are new or renewing after 3 years.

You will need to complete 3 activities:

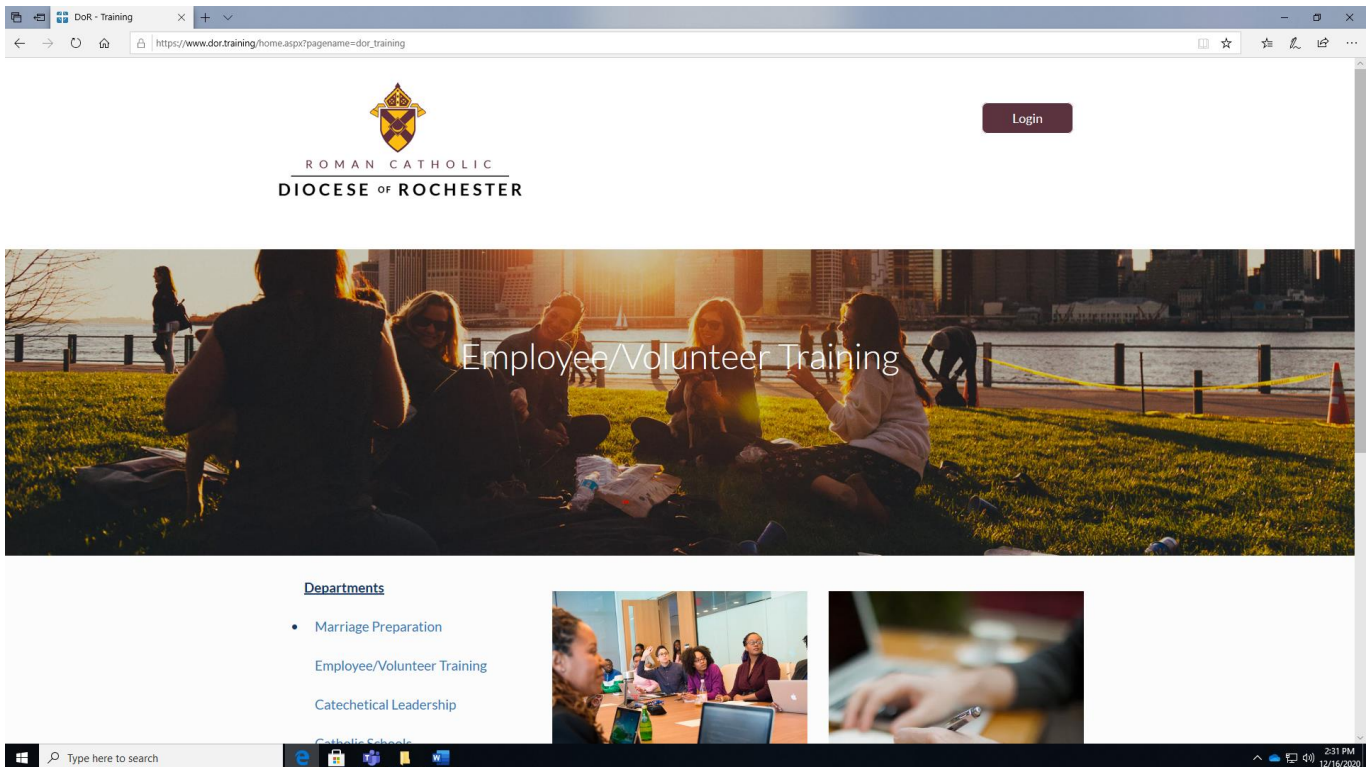
1. Go through the Creating a Safe Environment Training for Volunteers
2. Read and acknowledge the diocesan Volunteer Code of Conduct for Adults
3. Print or download your Certificate of Completion

TO CREATE AN ACCOUNT TO ACCESS THE TRAINING:

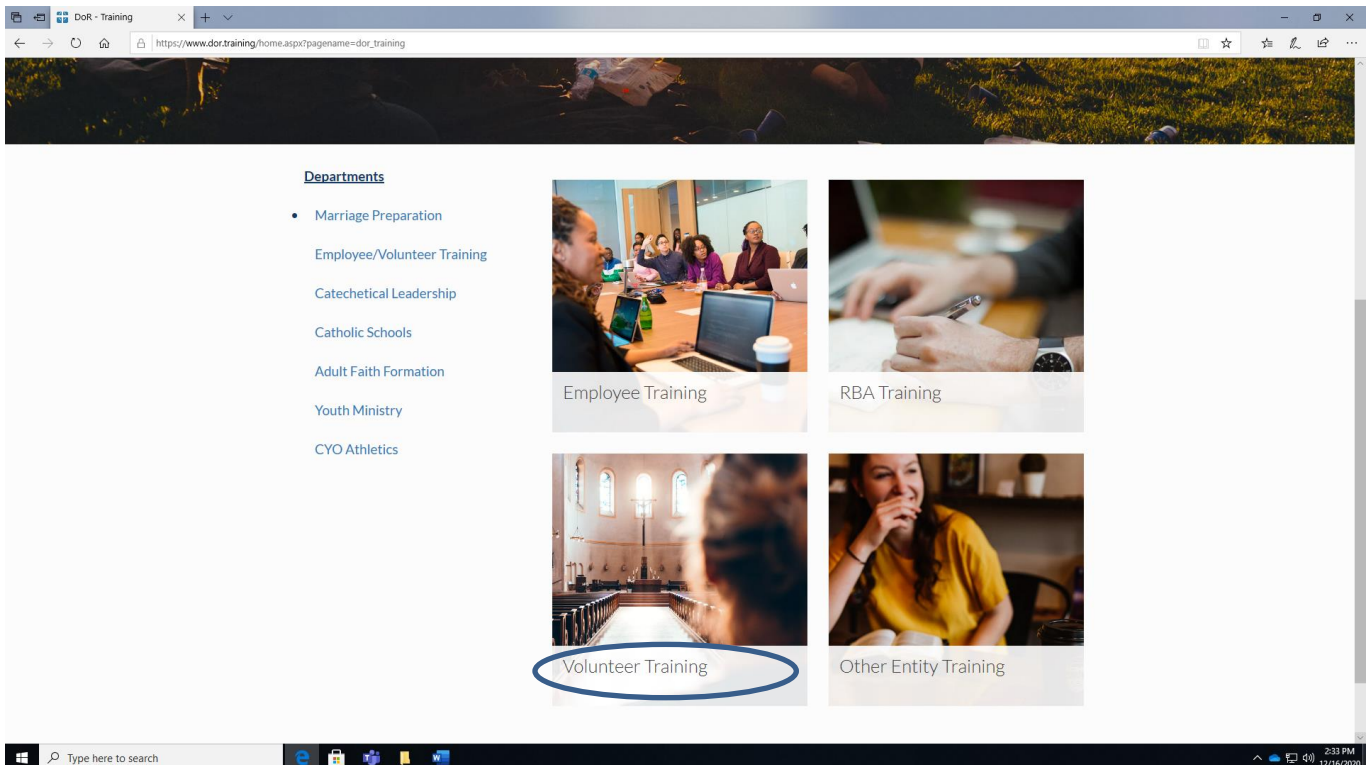
1. In the address bar of the web browser, type in the address www.dor.training/. (Note: This program will not run on Microsoft Edge. Recommend using Google Chrome.)
2. Click on the “Employee/Volunteer Training” icon on the top right portion of the homepage.



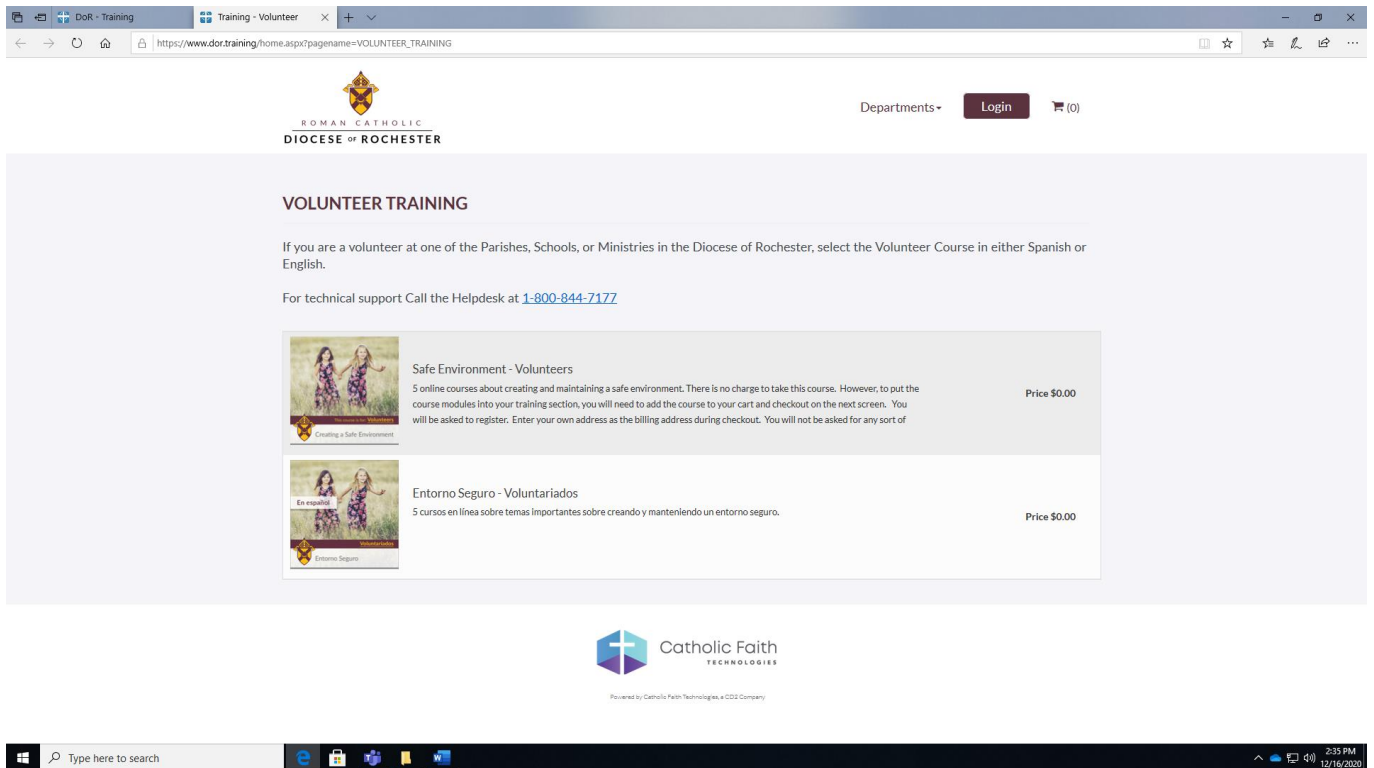
3. You will arrive on the “Employee/Volunteer Training” page. Scroll down until you see the “Volunteer Training” icon.



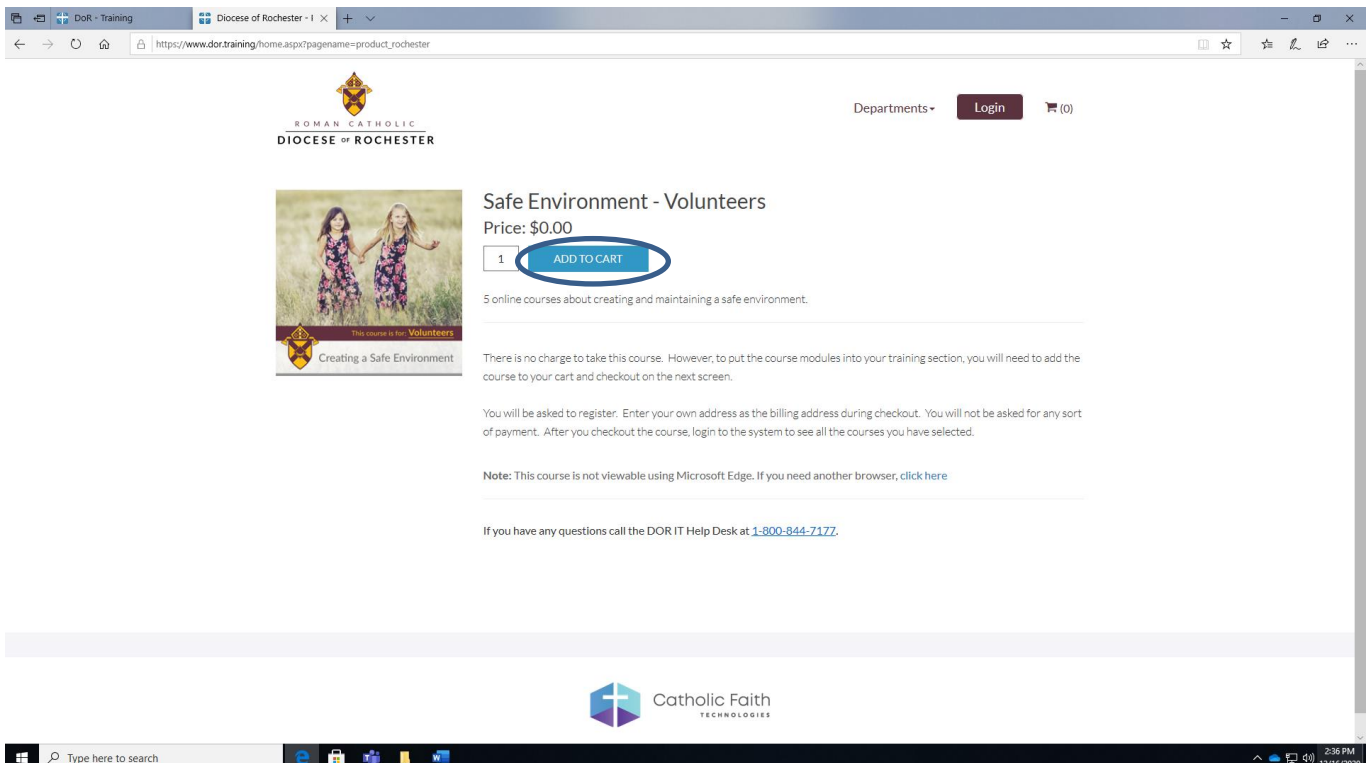
4. Click on the “Volunteer Training” icon on the lower left center portion of the page.



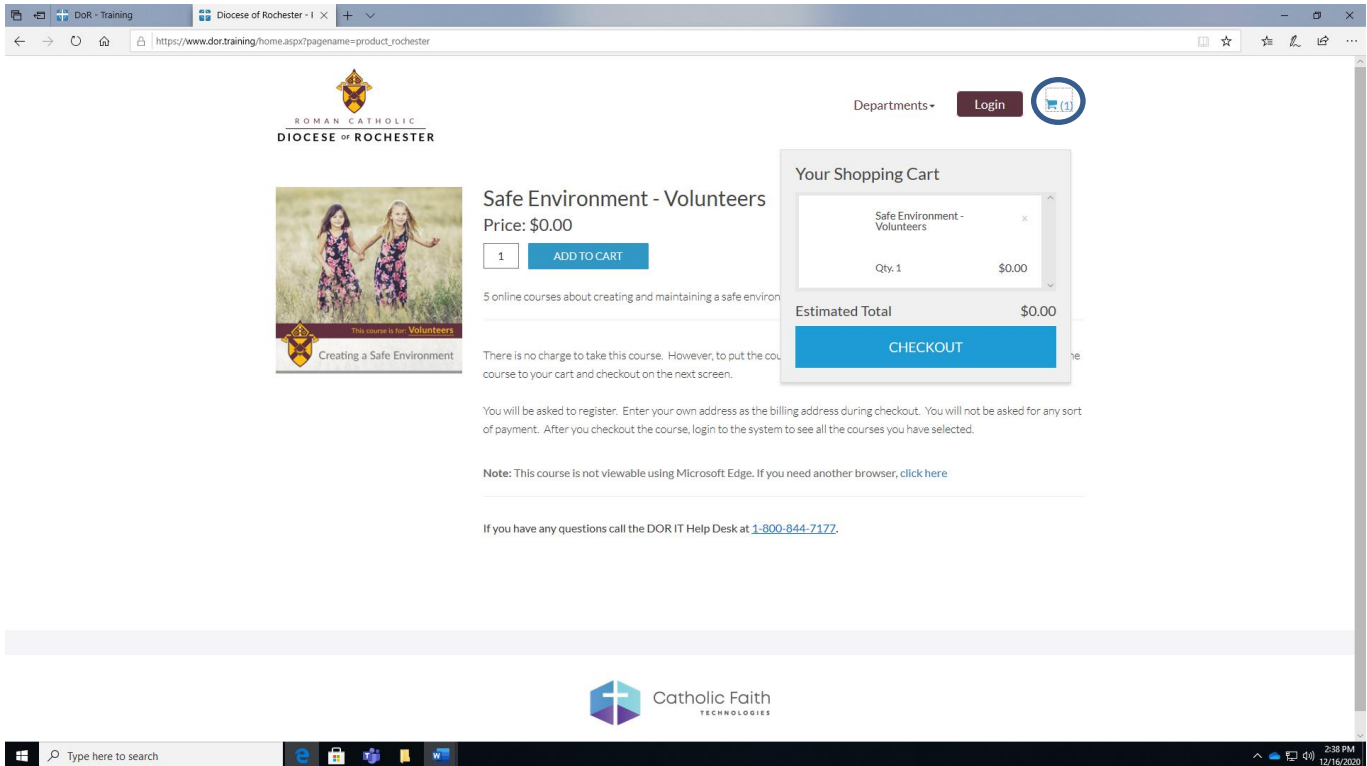
5. When you arrive on the “Volunteer Training” page, select the version of the course applicable to you by clicking it. The course will highlight in grey before you click it.



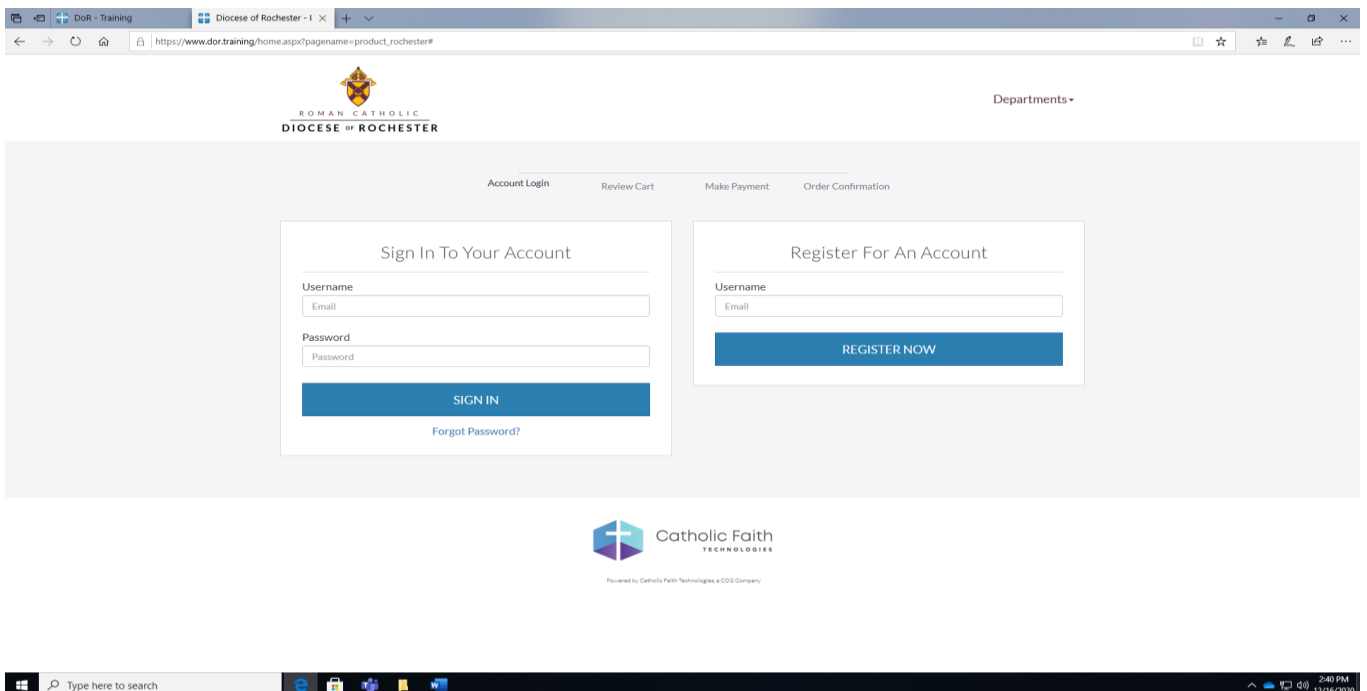
6. When you arrive on the course screen, click the blue “ADD TO CART” button.



- Click the blue “Shopping Cart” icon on the top right portion of the screen. This will bring up the “Your Shopping Cart” window. Make sure the information in the window is correct and then click the blue “CHECKOUT” button.



- You will come to the “Account Login” page. Enter your email address in the “Register For An Account” box and click “REGISTER NOW”, if you do not already have an account. If you already have an account, enter your username and password in the “Sign In To Your Account” box and click “SIGN IN”.



9. The “Register For An Account” box will expand. Enter the information requested and click the blue “SUBMIT” button.

The screenshot shows a web browser window with the URL https://www.dor.training/home.aspx?pagename=product_rochester#. The page header includes the Diocese of Rochester logo and a 'Departments' dropdown menu. Below the header, there are four navigation links: 'Account Login', 'Review Cart', 'Make Payment', and 'Order Confirmation'. The main content area features two side-by-side forms. The left form is titled 'Sign In To Your Account' and contains fields for 'Username' (with an email input), 'Email', and 'Password', along with a 'SIGN IN' button and a 'Forgot Password?' link. The right form is titled 'Register For An Account' and contains fields for 'Username' (with an email input), 'Email', 'First Name', 'Last Name', and 'Password', along with a 'SUBMIT' button. Below the 'SUBMIT' button, a small disclaimer states: 'By clicking submit, you are indicating that you are 18 years of age and older, you have read the Privacy Policy and agree to the Terms and conditions.' The Windows taskbar at the bottom shows the search bar and several application icons, with the system clock displaying 2:44 PM on 12/16/2020.

10. You will come to the “Review Cart” page. Review the information and click the blue “CHECKOUT” button.

The screenshot shows the same web browser window, now displaying the 'Review Cart' page. The navigation links at the top are 'Account Login', 'Review Cart' (which is highlighted), 'Make Payment', and 'Order Confirmation'. The main content area is divided into two sections. The left section, titled 'Shopping Cart', contains a table with one item: 'Safe Environment - Volunteers' with a quantity of 1 and a price of \$0.00. There is a 'Remove' link next to the item. The right section, titled 'Order Summary', contains a table with the following items: 'Order Subtotal' (\$0.00), 'Shipping' (TBD), 'Taxes' (TBD), and 'Estimated Total' (\$0.00). Below the 'Order Summary' table is a large blue 'CHECKOUT' button. At the bottom of the page, there is a logo for 'Catholic Faith TECHNOLOGIES' and a small text line: 'Powered by Catholic Faith Technologies, a CDG Company'. The Windows taskbar at the bottom shows the search bar and application icons, with the system clock displaying 2:47 PM on Wednesday, December 16, 2020.

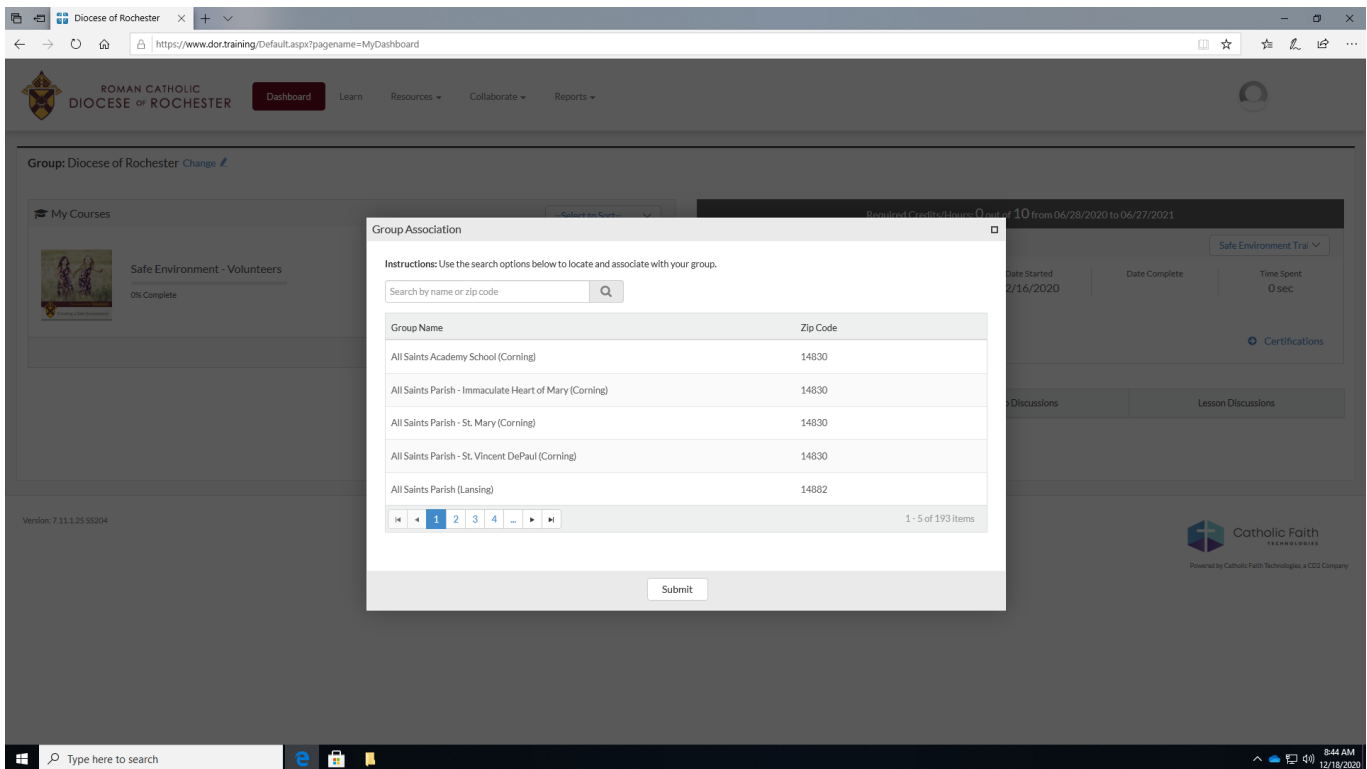
11. You will come to the “Make Payment” page. Enter the information requested, review it and click the blue “PLACE ORDER” button.

The screenshot shows a web browser window with the URL https://www.dor.training/home.aspx?pagename=product_rochester#. The page has a navigation bar with links: Account Login, Review Cart, Make Payment (active), and Order Confirmation. The main content area is divided into two sections. On the left, under the heading "1 Payment", there is a dropdown menu labeled "No Payment Method Required". Below this, under the heading "2 Billing", there are several input fields: First Name (Rochester), Last Name (Diocese), Company Name, Address, Apartment, Suite, Building, Etc., City, State (Select), Zip, Country (United States), and Phone. On the right, under the heading "Order Summary", there is a table showing the order details: Order Subtotal (\$0.00), Shipping (N/A), Taxes (N/A), and a total of \$0.00. Below the table is a blue button labeled "PLACE ORDER".

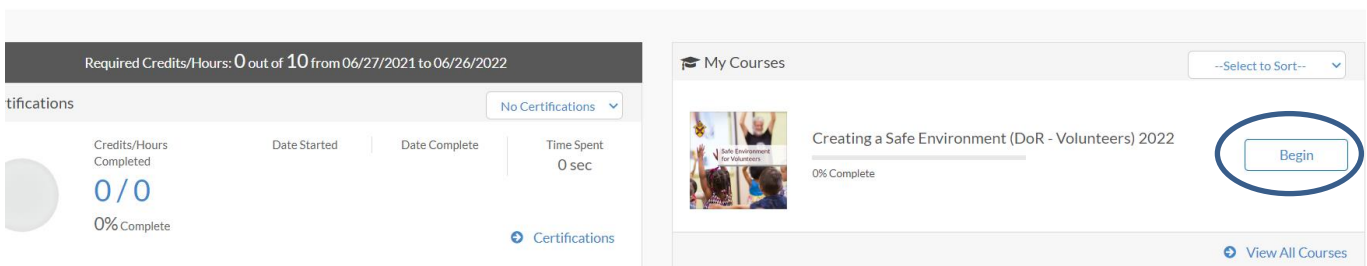
12. A confirmation page will come up. You will also receive a confirmation email to the address you provided that you can keep for your records. Click on “Go to Dashboard” in the upper right corner of the screen.

The screenshot shows the same web browser window, but the page has changed to a confirmation page. The URL remains the same. The navigation bar is identical. The main content area features the Diocese of Rochester logo on the left and a "Departments" dropdown menu on the right, with a blue button labeled "Go to Dashboard" and a "Logout" button. Below the navigation bar, there is a large white box with the text "Thank You For Your Order!". Inside this box, it says "Your Order Number is: 625749" and "You will receive an email confirmation shortly at:". At the bottom of the page, there is a logo for "Catholic Faith TECHNOLOGIES" and the text "Powered by Catholic Faith Technologies, a CDS Company".

13. The “Group Association” box will pop up. Please select the parish/school/ministry applicable to you and click the “Submit” button.



14. Click on the “Begin” button in the “My Courses” box and next to “Creating a Safe Environment (DoR – Volunteers) 2022” to begin your training.



Click “next page” after reading each slide.

The screenshot shows a presentation interface. On the left is a sidebar with a list of topics: 'Creating a Safe Environment Training...', 'Thank you for VOLUNTEERING!', 'Message from the Bishop', 'The Charter for the Protection of...', 'Why Train Volunteers', 'Child Sexual Abuse Objectives', 'Who Abuses Children', 'How Abuse Affects Children', 'Lasting Effects', 'How Abuse Affects You, the Com...', 'Sexual Predator Behaviors and ...', 'Sexual Predator Behaviors and ...', and 'Sexual Predator Behaviors and ...'. The main area displays a slide with a maroon header that reads 'THANK YOU FOR VOLUNTEERING!'. Below the header, there is a list of three points: 'Thank you for your willingness to volunteer! You have a chance to influence the life of a child. You can teach skills, set a good example, share your wisdom and keep kids safe.', 'We couldn't operate our programs without you, and we are truly grateful for the contributions you make.', and 'THANK YOU!'. At the bottom right of the slide, there is a blue button labeled 'Next Page' which is circled in blue. Other interface elements include a 'Return to Activities' link at the top left, 'Bookmark Page', 'Journal', and 'Exit' buttons at the top right, and 'Previous' and 'Next Page' buttons at the bottom.

Next Step: In the next task, you will be provided with the Code of Conduct. Please read and understand and then acknowledge it.

Once you’ve completed the training and acknowledged the Code of Conduct, a Certificate of Completion will be generated.

Action: Make sure to print (or download) your Certificate of Completion and provide it to the appropriate contact at the parish/school location where you volunteer.

Thank you for your ministry!