Instructions for all Employees and Volunteers of the Archdiocese of New Orleans who have regular contact with minors.
The application form must be completed by the applicant.

Austin Computing
http://www.eappsdb.com/no

1. If you do not have a user ID and password, please *click here* to register.   Create your own user ID and password.

2. ACCESS CODE FOR ARCHDIOCESE OF NEW ORLEANS: safety

3. Complete the New User Registration -   Click Submit Registration

Note: Whenever you are asked for a date it has to be in the form mm/dd/yyyy.

4. Complete Application Overview
   -Each section must have a green check before you can submit your application.
   -Every sections marked with an * must be completed.
   -At the end of each section, remember to SAVE the information and then return to Application Overview.
   -When you select your sites put your primary site of ministry first; this site will enter your Background Screening date and your Safe Environment Training date.

5. Submit your application, following the page instructions along the way.
    Click "Process Application Screen" when you have completed all of the sections.

   Your application will be received and sent to your primary ministry site where they will enter you Background Screening date and your Safe Environment training date.

6. If your personal information changes or your change ministry sites, you can go back to your application and make the changes at any time.

Thank you for your ministry with the children and youth of the Archdiocese of New Orleans.
If you have any questions, please contact Sr. Mary Ellen Wheelahan, O. Carm.,
Safe Environment Coordinator, srmwheelahan@archdiocese-no.org.
                God bless you and your families.