Creating a Safe Environment (for Volunteers) Online Training Instructions

All adult volunteers working with children, youth, or vulnerable adults need to complete the same training—whether they are new, renewing after 3 years, working with children/youth, or working with vulnerable adults. In-person training remains an option, and it is the only option for teen volunteers.

Introduction

There are 5 courses in the training:

- 1. Meet Sam
- 2. It Happened to Me
- 3. Exploitation in Elder-Serving Programs
- 4. Abuse Risk Management for Volunteers
- 5. DOR policies Volunteers

The first four courses include action plans. These are for your enrichment. You may choose to print them or not. If you open an action plan, simply close it to return to the training.

If you have any difficulty, please call the DOR Help Desk at 1-800-844-7177 for assistance.

To Access the training:

- 1. In the address bar of the web browser, type in the address <u>www.dor.training</u>
- 2. Click on "Creating a Safe Environment" in the blue bar



WELCOME TO THE NEW DIOCESE OF ROCHESTER LEARNING MANAGEMENT SYSTEM!

Here you will experience online education at your convenience

We are in the process of creating a hub for all learning resources in the Diocese starting with Marriage Preparation and Volunteer Training for Creating a Safe Environment.

Choose from the menu options above to begin your training.

Technical support is available Monday - Friday from 8:00 A.M. to 5:00 P.M. by calling the Helpdesk at **1-800-844-7177**. We welcome comments or suggestions; send them to (helpdesk@dor.org).

		()	e	H)	0	1	×∃	w	e		入		
--	--	----	---	----	---	---	----	---	---	--	---	--	--

- 3. Scroll down to select the English or Spanish version and click on "Register Now"
- 4. Click on "Add to Cart"



← → C ☆ 🗎	Secure https://store	dor.mycatholicfaithde	livered.com/p-19064-sa	fe-environment-volunte	eers.aspx			🕁 🙆 🖤 🚺
Suggested Sites	📙 Imported From IE 🗋	Lesser Known Exemp	nonprofit-guidance.	catholiccourier.com	🔶 🛛 Home - Roman Cath	+ Catholic Charities Ste	Checkfront Online Bc 🕐 Foolproof Homema	aci »
	DELIV	Faith ERED™	Shopping Cart: 1			۲	⊕Login ႃ≓View Cart (1) 🗹 Checkout	
	← GO BACK		Safe Enviror Qty: 1	ment - Volunteers		€) \$0.00 (USD)		
			Total: \$0.00 (USD)	Clos	e Checkout		
	_		In St	ock:Yes			·	
			Qua	ntity 1	Add to Cart	/		
					-		ut the course modules into your kout on the next screen. You will be	
			aske	d to register. Enter yo	our parish's address a	s the billing address du	ring checkout. You will not be asked for	
			any selec		r you checkout the co	urse, login to the syste	em to see all the courses you have	
			lf yo	u have any questions	call the DOR IT Help	Desk at 1-800-844-71	177.	
						*		
						AN CATHOLIC E of ROCHEST		

6. Enter your email address and click "Save"

Roman Catholic Di	iocese : X 🥨 Bishop Matano celebrate : X 🔯 Mail - Thomas Veeder© : X 📲 My Catholic Faith Deliver : X New Tab	×	Θ	-	٥	×
← → C ☆ 🔒	Secure https://storedor.mycatholicfaithdelivered.com/shoppingcart.aspx			☆ [0	0
Suggested Sites	📃 Imported From IE 🎦 Lesser Known Exem; 🔘 nonprofit-guidance; 🔯 catholiccourier.com 🐓 Home - Roman Cath 🔶 Ca	atholic Charities Ste 🗹 Checkfront Online Be	 Foolproof Homemac 			»
	<i>mcatholic Faith</i> delivered™		+ Login			*
	← GO BACK					1
	Secure Checkout					1
	Ø Account	Coupon Code				
	Email (required)	Enter code	Add			
	name@domain.com Save (For new and returning customers)	Order Summary				
	-	Sub Total:	\$0.00 (USD)			
		Tax:	\$0.00 (USD)			
	Add New Address	Total:	\$0.00 (USD)			
		Place Order				
	✓ Paying With					
	Shopping Cart					
	Safe Environment - Volunteers Quantity 1 Delete SKU: C_DR_72_5M_2038_02 SubTotal: \$0.00 (USD)					
						-

- 7. Enter a password and click "Create Account" if this is your first time.
 Your password must be between 8 and 20 characters. It must include at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special symbol (# \$ % ^ & * @ ! ~ are acceptable).
- 8. Click on "Add New Address."

	eder@d × 💽 Mail - Thomas.Veeder@d ×						θ	_ ☆	0	×
Suggested Sites				er.com 🔶 H	ome - Roman Cath 🛛 🔶 C	atholic Charities Ste 🗹 Checkfront Online	Bc 🥑 Foolproof Homemac			»
	<i>delivered</i> ™						🔁 Login			*
	← GO BACK									
	Secure Checkout									
						Coupon Code				
	Email (required)	1	Password (required)			Enter code	Add			
	thomas.veeder@dor.org (For new and returning customers)	Save	inter a password to create	e a new account	Create Account	Order Summary				
					<u> </u>	Sub Total:	\$0.00 (USD)			
	Billing Address					Тах:	\$0.00 (USD)			
						Total:	\$0.00 (USD)			
	Add New Address		/			Place Order	7			
	 Paying With 									- 1
/										
	Shopping Cart									
	Safe Environment - Volunteers SKU: C_DR _72 _5M_2038_02			Quantity SubT	Delete Total: \$0.00 (USD)					
										-

9. Enter your name and the address of your Parish/School/Ministry. Remember there will be no cost for this training.

03 Mail - Thomas.Ver	eder© × 🔯 Mail - Thomas.Veeder© ×			Θ	-	٥	×
← → C ☆ 🕯	Secure https://storedor.mycatholicfaithdelivered.com/address/detail?makePrimary=Tru	ie8tad	ddressType=Billing&returnurl=%2Fshoppingcart.aspx		☆	8	• •
Suggested Sites	📃 Imported From IE 📋 Lesser Known Exemp 🏮 nonprofit-guidance, 🥨 catholiccourier.co	m 1	🛊 Home - Roman Cath 🕂 Catholic Charities Ste 🗹 Checkfront Online Be 🥏 Foolproof H	omemac			*
	<i>me</i> Catholic Faith Delivered™		⊕Login ႃ⊯View Cart (1) 🗹 Checko	out			-
	← GO BACK						
	Add New Billing Address						
	Country (required)						- 1
	United States			•			
	First Name (required)		Last Name (required)				
	Tom		Veeder	~			- 1
	Phone (required)						
	585-333-3333		•	✓			- 1
	Company (optional)						- 1
	St. Mary Parish			~			
	Address Line 1 (required)						
	123 Main St						
	Address Line 2 (optional)		Suite (optional)				
	Fourth floor		Suite 42				
	Address Type (required)						
	Residential						-

10. Click on Place Order

Note: This setup in lengthy but you will only need to do it once.

📴 Mail - Thomas.Vee	eder© × 📴 Mail - Thomas Veeder© × 🙀 My Catholic Faith Deliver ×	Θ	-	٥		×
← → C ☆ 🔒	Secure https://storedor.mycatholicfaithdelivered.com/shoppingcart.aspx		☆	8	۵	0
Suggested Sites	📒 Imported From IE 🖺 Lesser Known Exem; 🌒 nonprofit-guidance; ឫ catholiccourier.com 🛛 🐓 Home - Roman Cath 🚸 Catholic Charities Ste 🍯 Checkfront Online Be 🍬 Foolp	oof Homem	าลต่			»
	mc Catholic Faith Delivered™	Logout				^
	← GO BACK					ł
	Secure Checkout					1
	✓ Account Coupon Code					1
	thomas.veeder@dor.org not you? Enter code	Add				1
	✓ Billing Address Order Summary					l
	Thomas Veeder Change Sub Total: \$0.00	USD)				
	1150 buffalo rd New York, NY 14624 United States Tax: \$0.00	USD)				
	5857717593 Total: \$0.00	USD)				
	✓ Paying With Place Order					l
	Shopping Cart					
	Safe Environment - Volunteers Quantity 1 Delete SKU: C_DR_72_5M_2038_02 SubTotal: \$0.00 (USD)					
	Update Cart					÷

11. You do not need to print the receipt since there is no cost. Some other trainings require payment. Safe Environment does not.



- 12. Close everything and open a new browser. **Do the following any time you want to re-enter your safe environment training.** Enter <u>www.dor.training</u> to get to the original screen.
- 13. Choose "Login" in the upper right hand corner to access your courses.



00

Entorno Seguro - Voluntariados

14. Enter your email address and the password you just created.

ww.dor.training/home.aspx?pagename=Login



Powered By:

15. You will be asked to select your parish/school/ministry.



16. Click on "Go to Learn" to begin your training.

	s://www.dor.training/Default.aspx?pagena m IE 🗋 Lesser Known Exemp 👩 nonpro		🔶 Home - Roman Cath 🖂	Catholic Charities Ste Checkfront	: Online B 🥏 Foolproof Homer	🕶 ☆ 🔞 mac
ROMAN CATH DIOCESE of RO		arn Resources - Collabora	te ▼ Reports ▼		0	thomas veeder
Course Progress	2r Change 🖊		Certifications			
GotoLearn	My Learning Catalog Safe Environment - Volunteers	Select to Sort		Credits/Hours Date Started Completed 07/24/2018 0 / 1 0% Complete	8	Time Spent O sec
			Notifications WELCOME TO OUR	s Group Discussion		cussions
				ROMAN CATH		
			Walcome to the diace	esan online faith formation training pla	atform! We're thrilled that you !	have

Notes:

You must complete all 5 parts of the safe environment training for volunteers. Please do these in order. Each of the first four courses ends with quiz questions. To go to the next course, click the button that says " return to activities" in the top left-handed corner.

You may stop and log out between courses.

When you have completed all 5 parts, please print your certificate and give a copy to your parish/school Creating a Safe Environment Coordinator.

Thank you for your ministry!