

## 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:

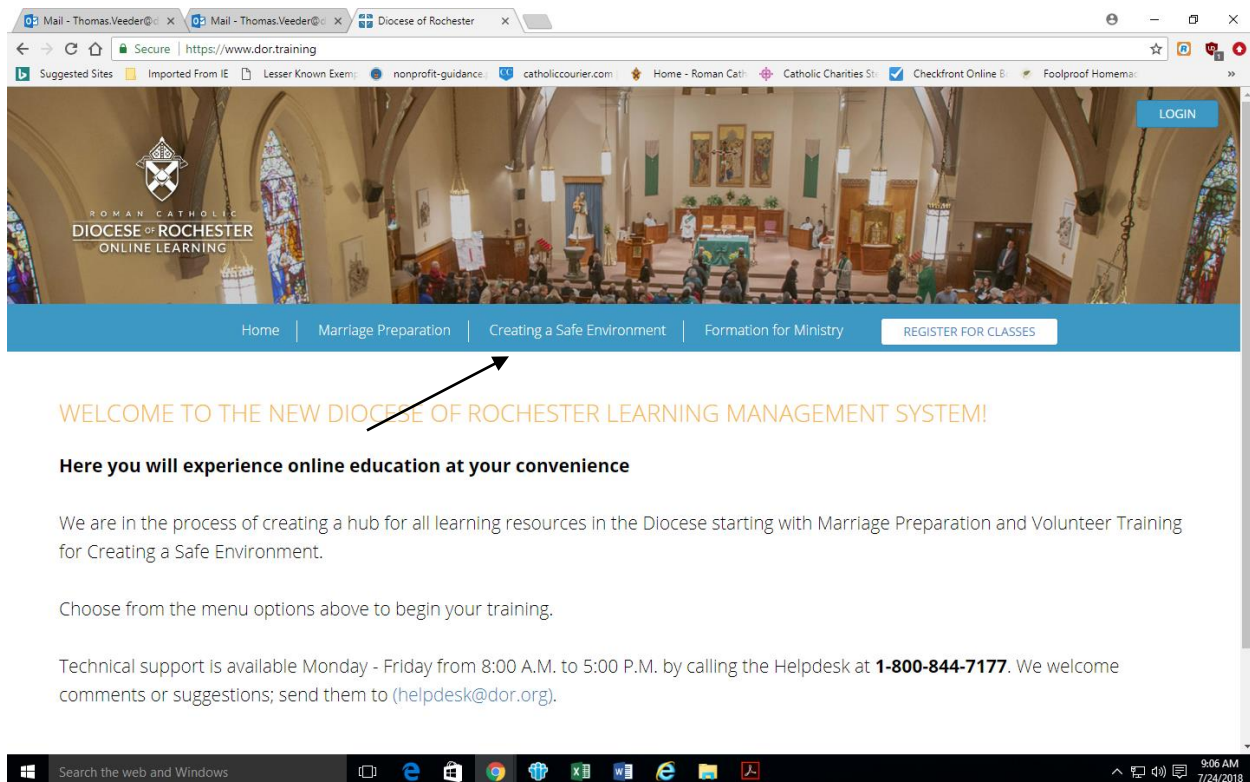
1. Meet Sam
2. It Happened to Me
3. Exploitation in Elder-Serving Programs
4. Abuse Risk Management for Volunteers
5. DOR policies – Volunteers

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.

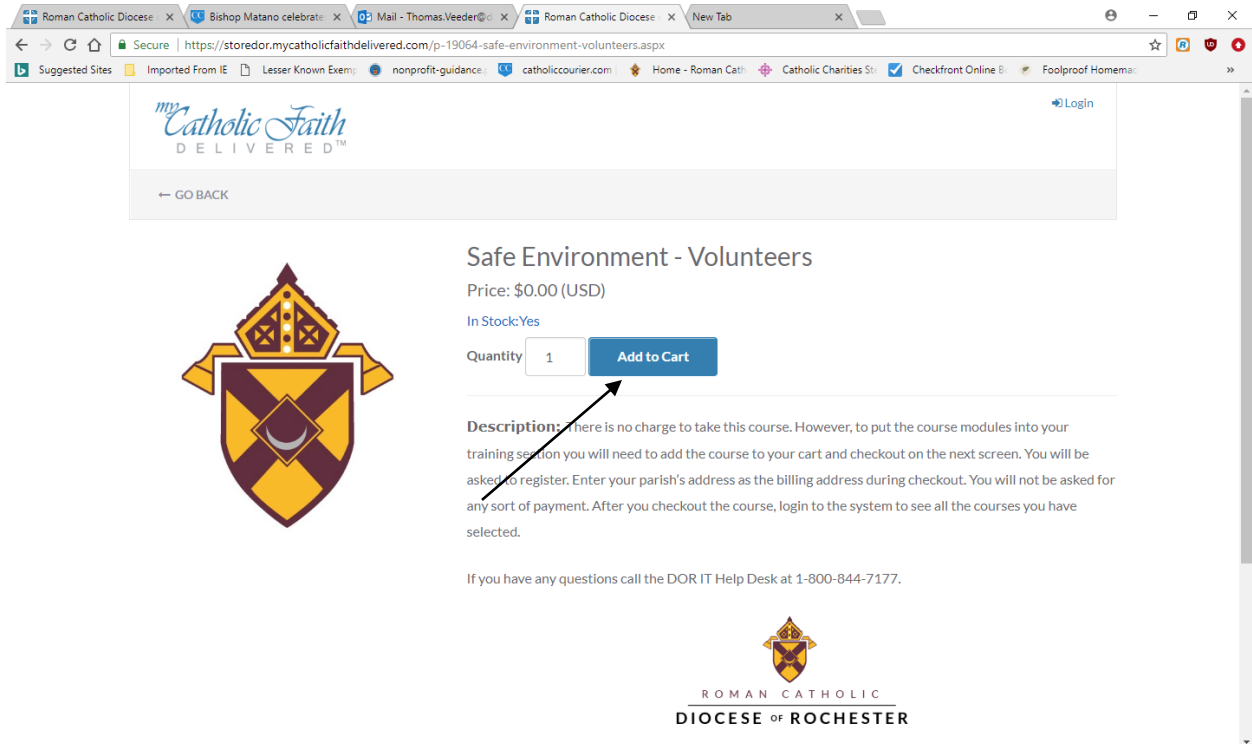
If you have any difficulty, please call the DOR Help Desk at 1-800-844-7177 for assistance.

To Access the training:

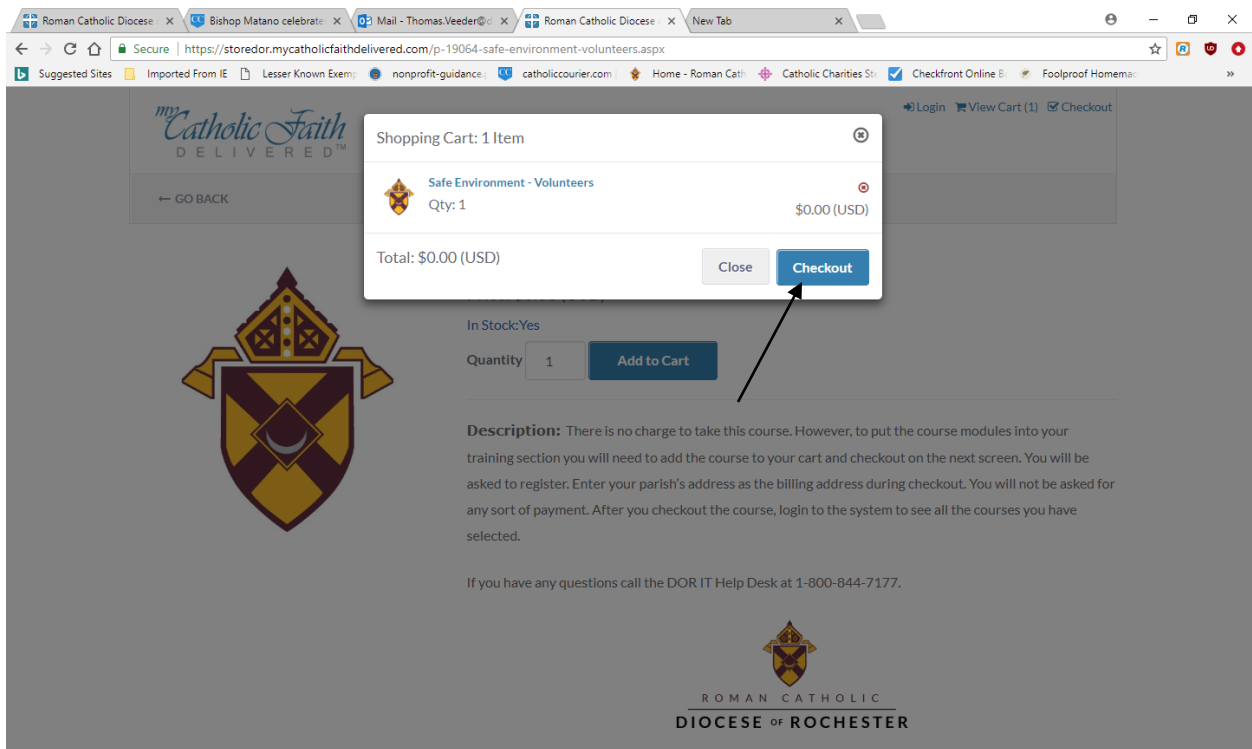
1. In the address bar of the web browser, type in the address [www.dor.training](http://www.dor.training)
2. Click on “Creating a Safe Environment” in the blue bar



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



5. Click on “Checkout”



6. Enter your email address and click “Save”

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### Secure Checkout

**Account**

Email *(required)*

name@domain.com **Save**

(For new and returning customers)

**Billing Address**

Add New Address

**Paying With**

**Coupon Code**

Enter code **Add**

**Order Summary**

Sub Total: \$0.00 (USD)  
Tax: \$0.00 (USD)  
Total: \$0.00 (USD)

**Place Order**

**Shopping Cart**

Safe Environment - Volunteers  
SKU: C\_DR\_72\_5M\_2038\_02

Quantity 1 **Delete**

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.”

Mail - Thomas.Veeder@... x Mail - Thomas.Veeder@... x My Catholic Faith Deliver... x

Secure | https://store.mycatholicfaithdelivered.com/shoppingcart.aspx

Suggested Sites Imported From IE Lesser Known Exem... nonprofit-guidance catholiccourier.com Home - Roman Cath Catholic Charities St Checkfront Online B Foolproof Homema...

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### Secure Checkout

**Account**

Email (required)

thomas.veeder@dor.org Save

(For new and returning customers)

Password (required)

Create Account

Enter a password to create a new account

**Billing Address**

Add New Address

Paying With

**Coupon Code**

Enter code Add

**Order Summary**

Sub Total: \$0.00 (USD)

Tax: \$0.00 (USD)

Total: \$0.00 (USD)

Place Order

**Shopping Cart**

Safe Environment - Volunteers

SKU: C\_DR\_72\_SM\_2038\_02

Quantity 1 Delete

SubTotal: \$0.00 (USD)

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

Mail - Thomas.Veeder@... x Mail - Thomas.Veeder@... x Your Address Book x

Secure | https://store.mycatholicfaithdelivered.com/address/detail?makePrimary=True&addressType=Billing&returnurl=%2Fshoppingcart.aspx

Suggested Sites Imported From IE Lesser Known Exem... nonprofit-guidance catholiccourier.com Home - Roman Cath Catholic Charities St Checkfront Online B Foolproof Homema...

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### Add New Billing Address

Country (required)

United States

First Name (required)

Tom

Last Name (required)

Veeder

Phone (required)

585-333-3333

Company (optional)

St. Mary Parish

Address Line 1 (required)

123 Main St

Address Line 2 (optional)

Fourth floor

Suite (optional)

Suite 42

Address Type (required)

Residential

## 10. Click on Place Order

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

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### Secure Checkout

✓ Account  
thomas.veeder@dor.org not you?

✓ Billing Address  
Thomas Veeder  
1150 buffalo rd New York, NY 14624 United States  
5857717593 [Change](#)

✓ Paying With

#### Shopping Cart

Safe Environment - Volunteers  
SKU: C\_DR\_72\_SM\_2038\_02  
Quantity: 1 [Delete](#)  
SubTotal: \$0.00 (USD)  
[Update Cart](#)

#### Coupon Code

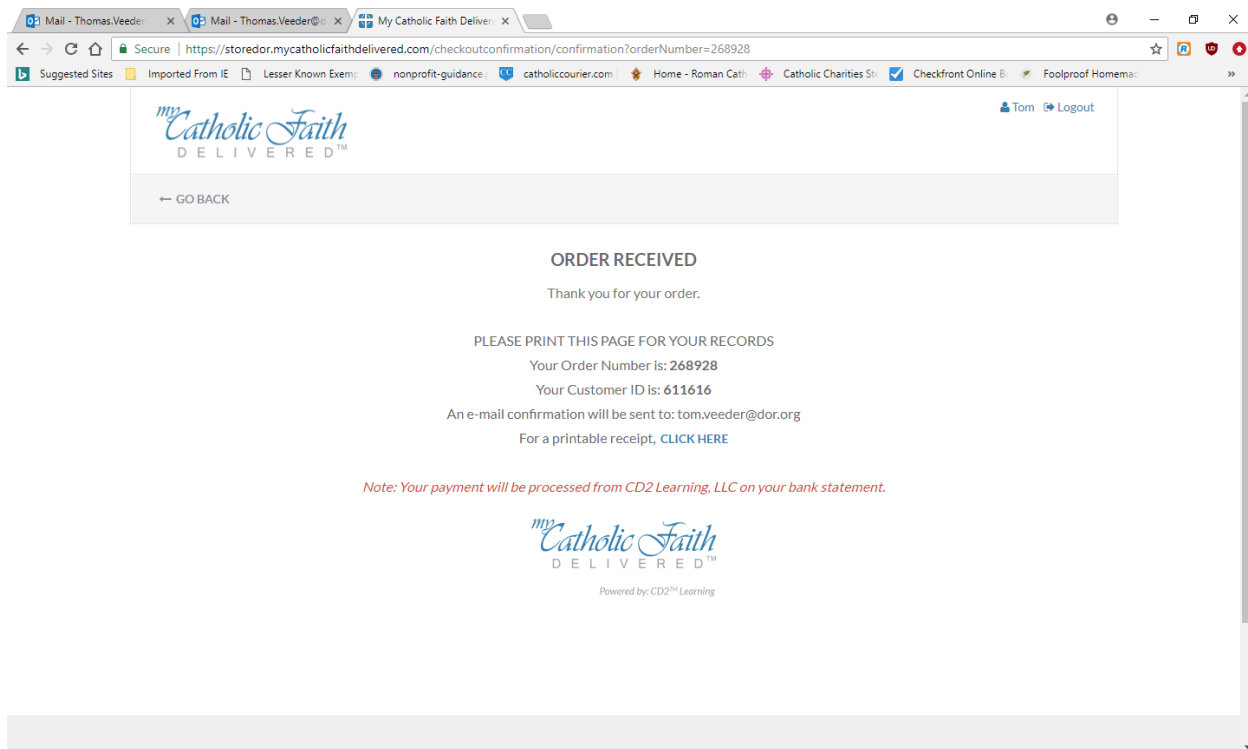
[Add](#)

#### Order Summary

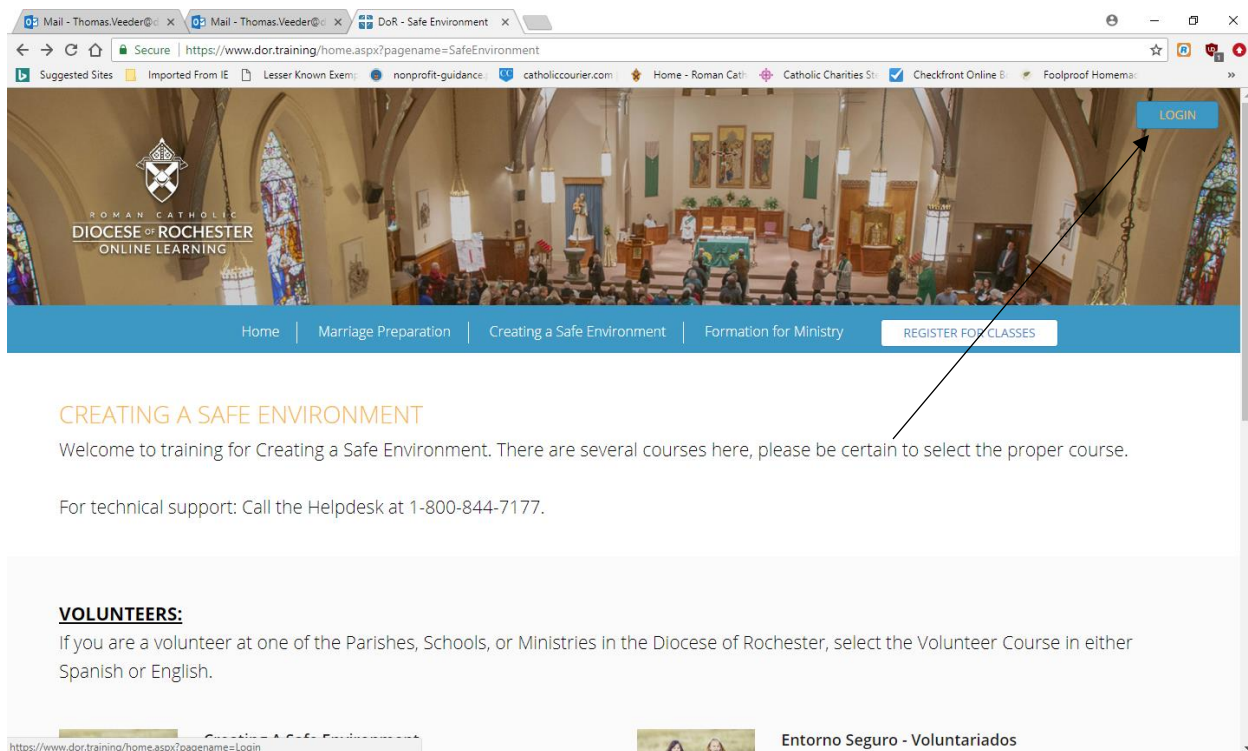
Sub Total:	\$0.00 (USD)
Tax:	\$0.00 (USD)
Total:	\$0.00 (USD)

[Place Order](#)

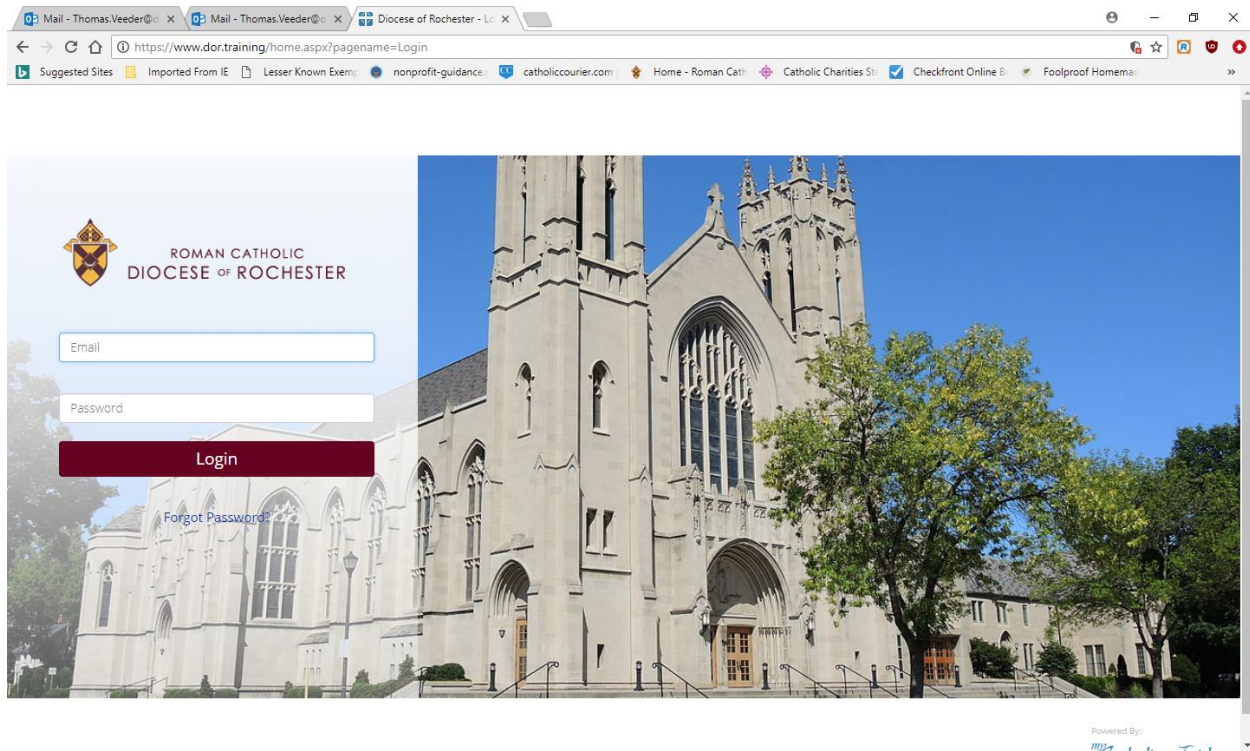
11. You do not need to print the receipt since there is no cost. Some other trainings require payment. Safe Environment does not.



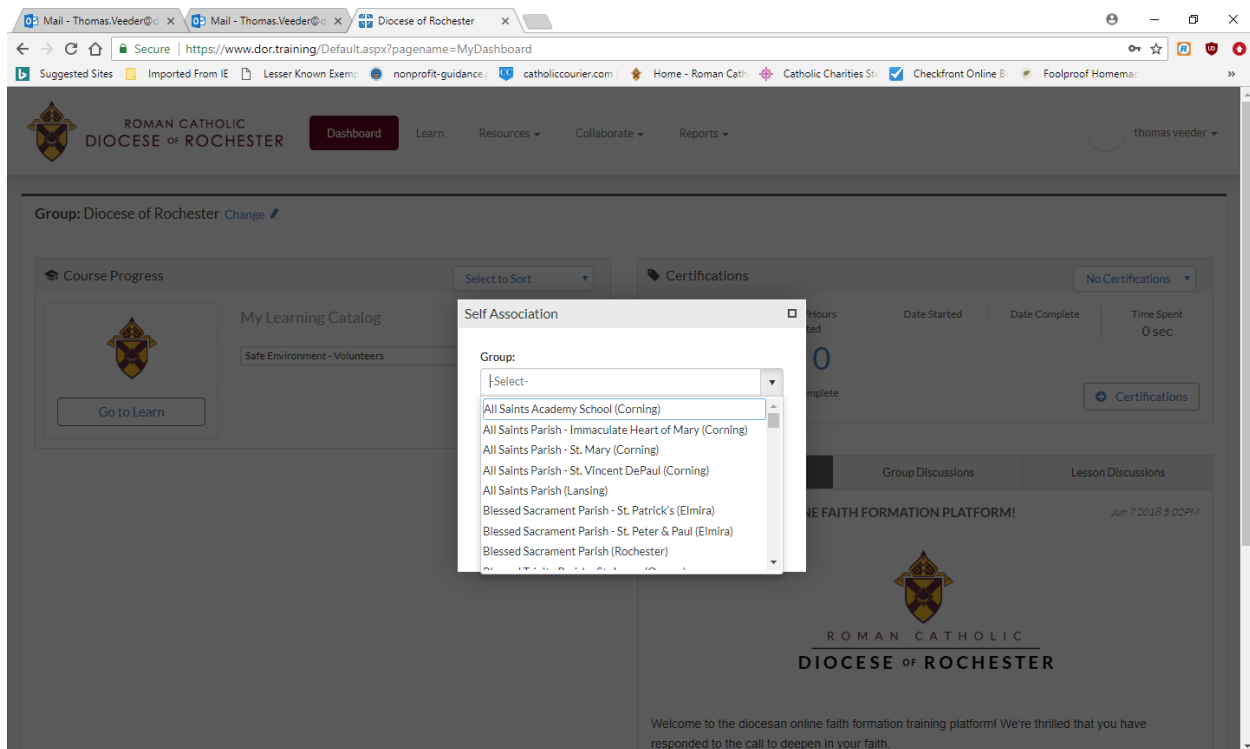
12. Close everything and open a new browser. **Do the following any time you want to re-enter your safe environment training.** Enter [www.dor.training](http://www.dor.training) to get to the original screen.
13. Choose "Login" in the upper right hand corner to access your courses.



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



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





16. Click on “Go to Learn” to begin your training.

The screenshot displays the 'My Dashboard' page for the Roman Catholic Diocese of Rochester's online faith formation training platform. The user is logged in as 'thomas veeder'. The dashboard is divided into several sections:

- Course Progress:** Shows 'My Learning Catalog' with a 'Learn Home' button. Below it, 'Safe Environment - Volunteers' is listed with a progress bar at 0%. A 'Go to Learn' button is highlighted with an arrow.
- Certifications:** Shows 'Safe Environment Online 1' with a progress bar at 0/1 (0% Complete). A 'Certifications' button is present.
- Notifications:** A tab labeled 'Notifications' is selected, showing a welcome message: 'WELCOME TO OUR ONLINE FAITH FORMATION PLATFORM!' dated Jun 7 2018 5:02PM. Below the message is the Roman Catholic Diocese of Rochester logo and a welcome text: 'Welcome to the diocesan online faith formation training platform! We're thrilled that you have responded to the call to deepen in your faith.'

#### 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!