

## ST. ATHANASIUS PARISH - SAFE ENVIRONMENTS CLEARANCE PROCESS

**Before you begin, you may want to gather:** 1) all your addresses from 1975 to the present time (just use the addresses that were on your driver's licenses over those years), 2) your Social Security Number; 3) your driver's license; 4) names of three references – personal, work, parish. After this, you can begin the Online Application process:

**PLEASE NOTE THERE IS NO COST TO YOU FOR THIS PROCESS. THE PARISH AND DIOCESE ABSORB THE COST. PLEASE DO NOT SEND ANY CHECKS IN WITH YOUR PAPERWORK.**

1. Click on this link: [www.diopitt.org](http://www.diopitt.org)
2. **Scroll down** the left side of the home page to the "Safe Environment Database Application" blue box and click on the box.
3. This takes you to the log-in page. Click on the link "If you do not have a user ID and password, please [Click here](#) to register."
4. **Complete the fields on the New User Registration Screen.** In the Primary Site field, select the parish where you do the majority of your work or ministry. Those volunteering in Children's Faith Formation at St. A's should select "St. Athanasius Catechetical Program". Others should select "St. Athanasius Parish".
5. **In the Access Code field enter "Protect."**
6. In the type of application, choose "volunteer."
7. In the User ID field enter a User ID that is easy to remember. In the Password field, enter a password that is easy to remember. Write these down for your records" **USER ID \_\_\_\_\_ PASSWORD \_\_\_\_\_**
8. In the First and Last Name fields enter your name as it appears on your driver's license. In the Birth Date field, enter your birth date in mm/dd/yyyy format.
9. **Click the Register button.** You should receive a message that you have successfully registered, with a link that says, "Please [click here](#) to login and continue your application." [Click on the link.](#)
10. The Login Page will appear. Enter your Use ID and Password and click "Login." This will take you to the Application screen for you to fill out your application.
11. Enter all the data requested on all the application pages (they are all listed on the right and each field will have a green check mark beside it when it is totally completed). On the references page, please feel free to use the names of any parish staff persons that know you. On the Select Sites page, you can add any other parishes where you may work or volunteer. If you have an objection to providing your Social Security number or Driver's License number, you may leave these fields blank (however the Social Security number is necessary for the Child Abuse History application form in your packet).
12. As you go along just follow the instructions that appear, until you receive a confirmation that your application is complete. **At the very end, you will be asked twice to click on "Submit Application." It is important to do so both times or your application is not complete.** It may take a few seconds for the application to finally go through. Save your user name and password, just in case you ever need to go back to update information. At this point you have completed your online application for the Diocese and you are ready to go to the next step which you can also do at home.
14. If you have not already done so, **sign up online for one of the three-hour "Protecting God's Children" workshops coming up soon.** To sign up, click on this link and follow the instructions - [http://www.virtusonline.org/virtus/reg\\_list2.cfm?theOrgID=15497&theme=0](http://www.virtusonline.org/virtus/reg_list2.cfm?theOrgID=15497&theme=0) Make a note of your workshop date and fill out the "Protecting God's Children " form in your packet. If you want to attend a workshop at St. Athanasius and you get shut out due to lack of space, call Mary at extension 213 and she will try to get you in!
15. After your online application is complete, and your registration for "Protecting God's Children" is complete, **fill out completely the other forms you were given (be sure to sign every form on the line provided) and return them to the Faith Formation Office (if you have not already done so).** The forms that are needed include: 1) the "Child Abuse History Application," 2) the "Release Authorization" form, 3) the "Code of Pastoral Conduct Acknowledgement" form, 4) the "Cardinal Clause Acknowledgement" form, 4) the "Child Protective Services Law" acknowledgement form, and 5) the "Protecting God's Children" form. Please read and keep the booklets in your packet.

***Thank you! You are truly helping to make our parish safer for children!***