

Instructions for **Shield the Vulnerable**

1	Go to: www.shieldthevulnerable.org
2	Click '1 st Time Diocese Signup' tab
3	Select course type – Adult or Teen. The Diocese covers the cost of the Adult course, but parishes or schools will be charged for the teen course. For adults previewing the teen course, however, there will not be a charge.
4	Select the Diocese of Owensboro from the list of dioceses.
5	Click 'next' button and confirm selection if correct. If security alert appears, click OK.
6	Complete the four part registration.
6a	Fill in the requested information: name, address, phone, etc. If you have a middle name, please click and type it in the space that appears. Do not sue your maiden name. Create your own Login ID (use name) and password. You may want to print this page if you need to complete the training in more than on sitting. You must complete the course within thirty (30) days. Only one person can be named on the registration.
6b	Enter your email address. Your email address is necessary to receive the Monthly Monitor and your Login if you forget it. If you do not have an email address, enter noemail
6c	<p>Diocesan Affiliation Tab</p> <ul style="list-style-type: none"> • Select who you are (check ALL that apply): employee, volunteer and/or parent. Then select the 'show' button. • Select location type: parish, school . . . • Select where located: city . . . • Select name: example: St. John's Parish, school . . . • Select your primary job/position/activity • Go through this process for all of your position, both as an employee and as a volunteer. • Click 'Step 3' at bottom of page.
6d	Review your registration. If correct select that you 'accept' the license. Click 'confirm sign up'
7	Click 'start' button on <u>My Course</u> page. It may take a few moments to load. Note: If security alert appears, click 'yes' Page buttons at bottom of page allow you to go forward or back.
8	Following completion of the course, acknowledge the Diocesan Policies which include <i>Code of Conduct</i> and <i>Summary of Sexual Abuse Policy</i> . Print your <i>Certificate of Completion</i> .
9	<p>If needed, print copy of Background Check forms.</p> <ul style="list-style-type: none"> • This is necessary for first-time participants. • Those renewing certification need to check the expiration date on their Safe Environment Card or check expiration date with place of ministry. • Renew Background Check when due.