

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.

Training is composed of 8 activities:

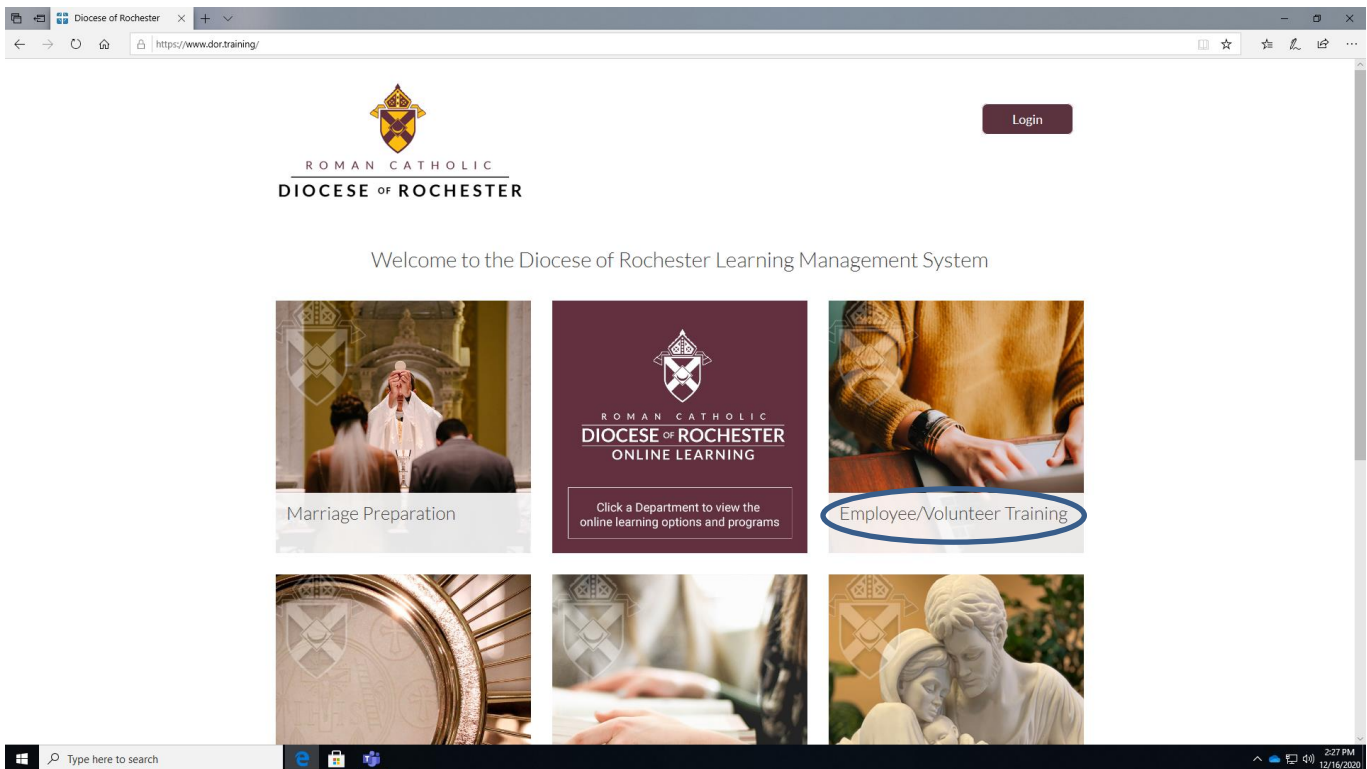
1. Welcome
2. Meet Sam
3. It Happened to Me
4. Exploitation in Elder-Serving Programs
5. Abuse Risk Management for Volunteers
6. DOR policies for Volunteers
7. CASE Volunteer Policy
8. Volunteer Code of Conduct (you do not need to print unless you want a copy for yourself)

Activity 2 through 4 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.

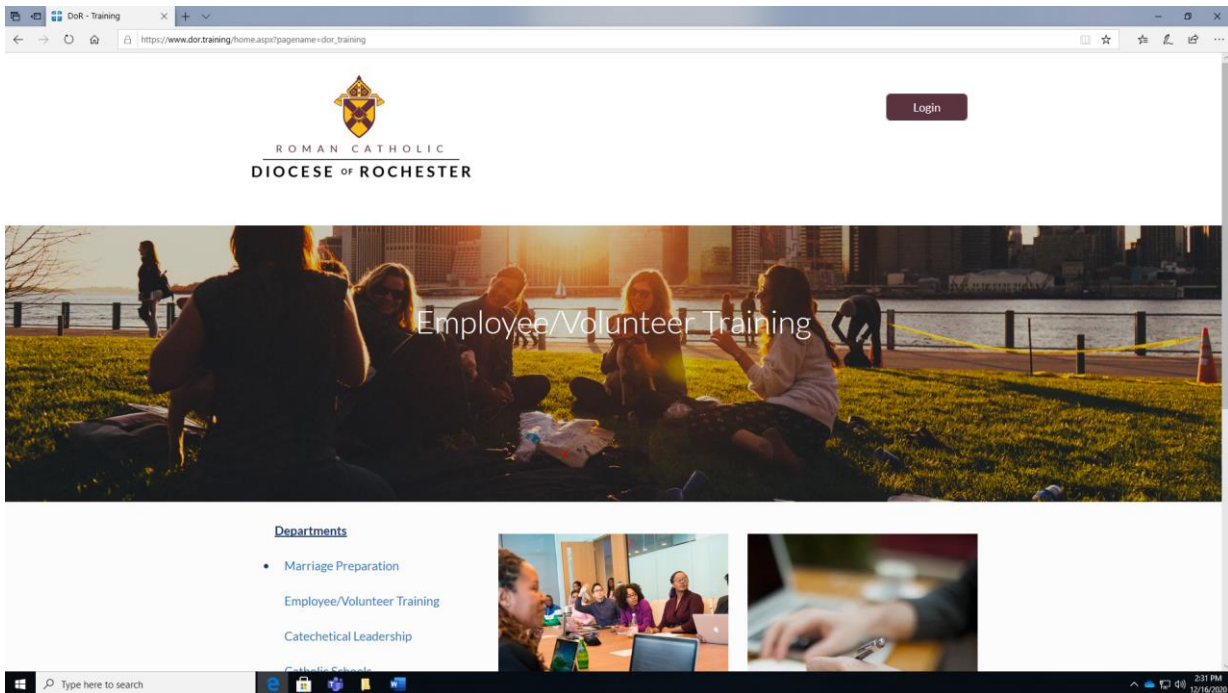
Technical support is available Monday - Friday from 8:00 A.M. to 5:00 P.M. by calling the Diocese of Rochester's Helpdesk at **1-800-844-7177**. We welcome comments or suggestions; send them to helpdesk@dor.org.

TO CREATE AN ACCOUNT TO ACCESS THE TRAINING:

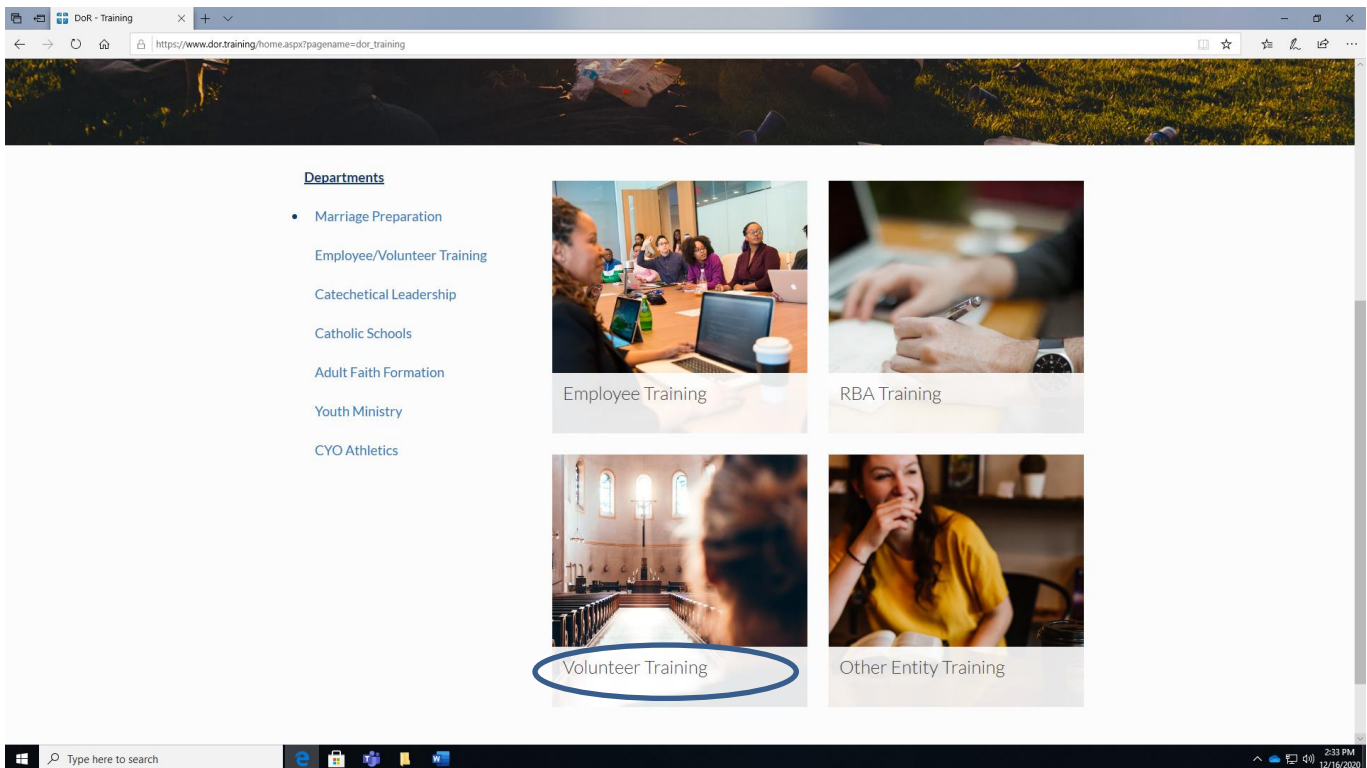
1. In the address bar of the web browser, type in the address www.dor.training. (Note: This program will not run on Microsoft Edge. Recommend using Google Chrome.)
2. Click on the “Employee/Volunteer Training” icon on the top right portion of the homepage.



3. You will arrive on the “Employee/Volunteer Training” page. Scroll down until you see the “Volunteer Training” icon.



4. Click on the “Volunteer Training” icon on the lower left center portion of the page.



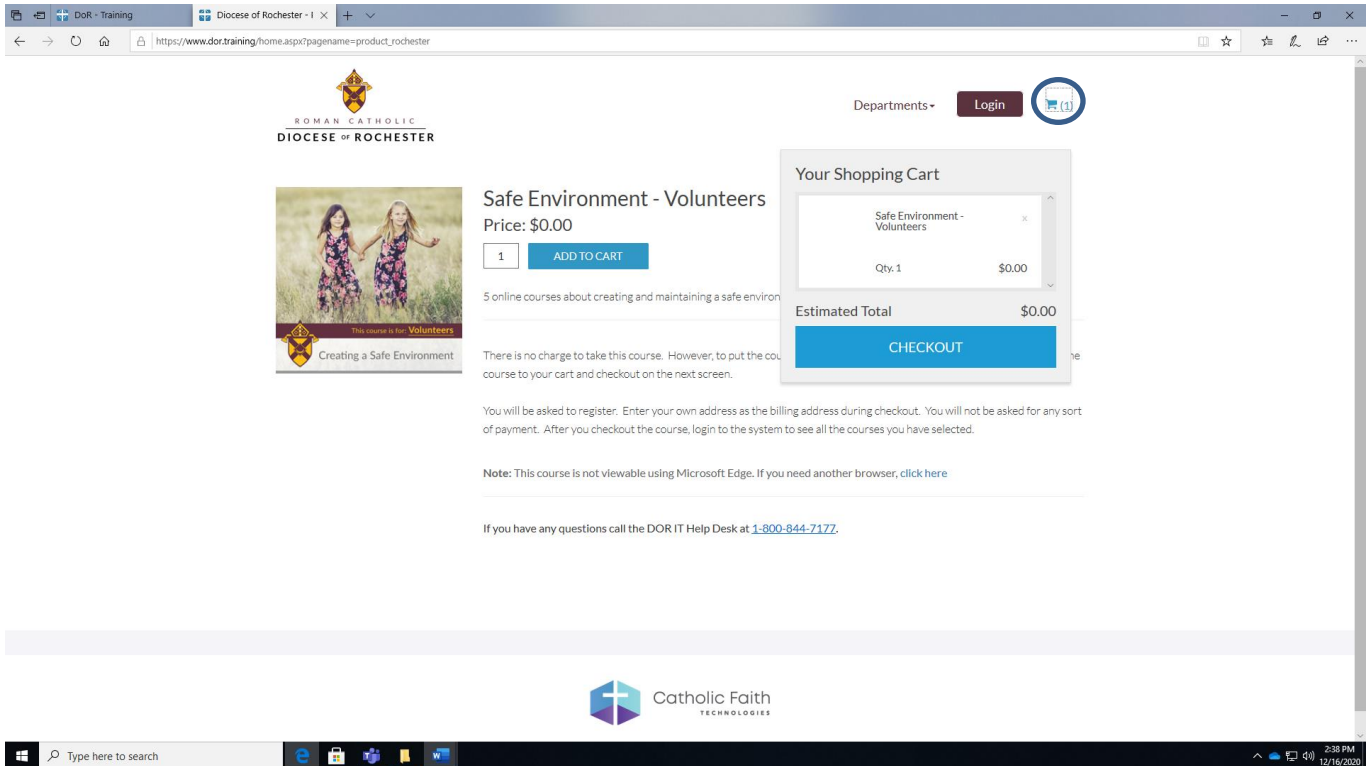
5. When you arrive on the “Volunteer Training” page, select the English or Spanish version by clicking it. The course will highlight in grey before you click it.

The screenshot shows a web browser window with the URL https://www.dor.training/home.aspx?pagename=VOLUNTEER_TRAINING. The page header includes the Diocese of Rochester logo, a "Departments" dropdown, a "Login" button, and a shopping cart icon with "(0)". The main heading is "VOLUNTEER TRAINING". Below it, a paragraph states: "If you are a volunteer at one of the Parishes, Schools, or Ministries in the Diocese of Rochester, select the Volunteer Course in either Spanish or English." A link for technical support is provided: "For technical support Call the Helpdesk at [1-800-844-7177](tel:1-800-844-7177)". Two course cards are displayed in a grey-shaded area. The first card is for "Safe Environment - Volunteers" and the second is for "Entorno Seguro - Voluntariados". Both cards show a thumbnail image of two children and a description of the course content. The price for both is listed as "Price \$0.00". The footer of the page features the "Catholic Faith TECHNOLOGIES" logo and the text "Powered by Catholic Faith Technologies, a CDS Company".

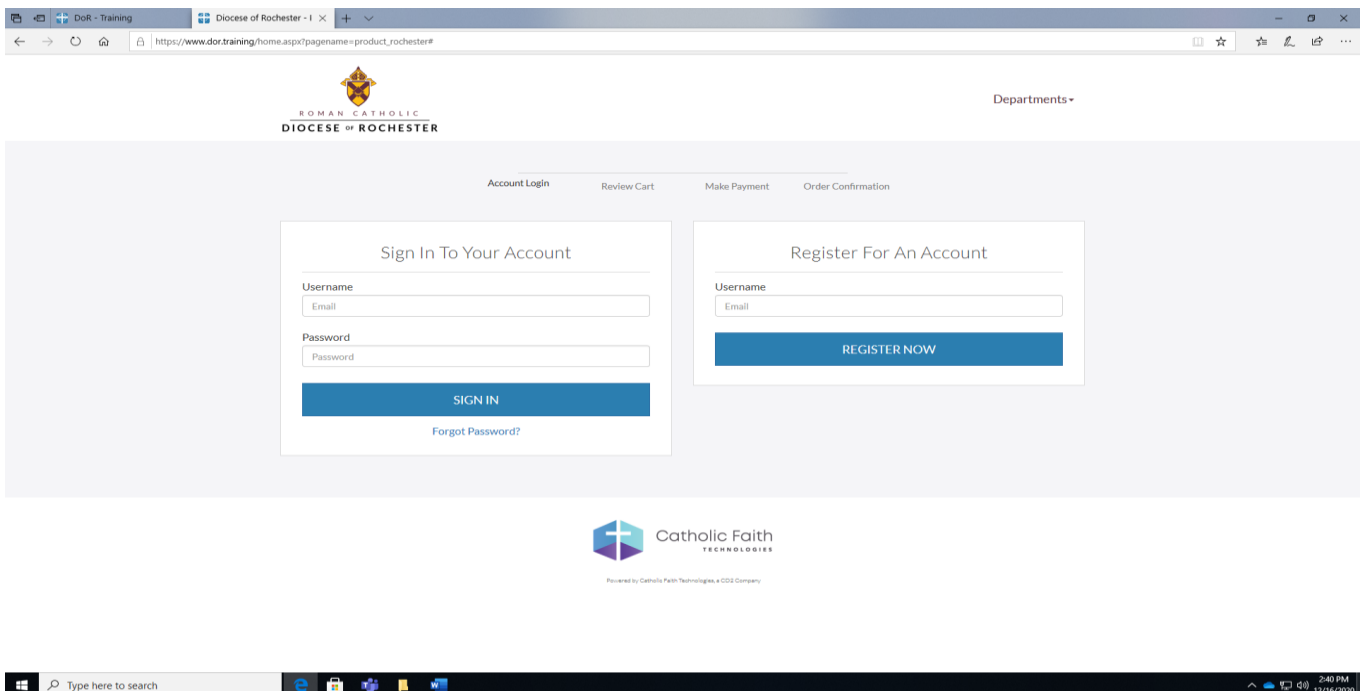
6. When you arrive on the course screen, click the blue “ADD TO CART” button.

The screenshot shows a web browser window with the URL https://www.dor.training/home.aspx?pagename=product_rochester. The page header is identical to the previous screenshot. The main heading is "Safe Environment - Volunteers". Below the heading, the price is listed as "Price: \$0.00". A blue "ADD TO CART" button is highlighted with a red circle. To the left of the button is a quantity selector showing "1". Below the button, a paragraph states: "5 online courses about creating and maintaining a safe environment." A larger paragraph explains: "There is no charge to take this course. However, to put the course modules into your training section, you will need to add the course to your cart and checkout on the next screen." Another paragraph states: "You will be asked to register. Enter your own address as the billing address during checkout. You will not be asked for any sort of payment. After you checkout the course, login to the system to see all the courses you have selected." A note at the bottom states: "Note: This course is not viewable using Microsoft Edge. If you need another browser, [click here](#)". At the very bottom, a link is provided: "If you have any questions call the DOR IT Help Desk at [1-800-844-7177](tel:1-800-844-7177)". The footer of the page features the "Catholic Faith TECHNOLOGIES" logo and the text "Powered by Catholic Faith Technologies, a CDS Company".

- Click the blue “Shopping Cart” icon on the top right portion of the screen. This will bring up the “Your Shopping Cart” window. Make sure the information in the window is correct and then click the blue “CHECKOUT” button.



- You will come to the “Account Login” page. Enter your email address in the “Register For An Account” box and click “REGISTER NOW”, if you do not already have an account. If you already have an account, enter your username and password in the “Sign In To Your Account” box and click “SIGN IN”.



9. The “Register For An Account” box will expand. Enter the information requested and click the blue “SUBMIT” button.

The screenshot shows a web browser window with the URL https://www.dor.training/home.aspx?pagename=product_rochester#. The page header includes the Diocese of Rochester logo and a 'Departments' dropdown menu. Below the header is a navigation bar with links: Account Login, Review Cart, Make Payment, and Order Confirmation. The main content area features two side-by-side forms. The left form is titled 'Sign In To Your Account' and contains fields for Username, Email, and Password, with a 'SIGN IN' button and a 'Forgot Password?' link. The right form is titled 'Register For An Account' and contains fields for Username, Email, First Name, Last Name, and Password, with a 'SUBMIT' button. Below the 'SUBMIT' button is a small disclaimer: 'By clicking submit, you are indicating that you are 18 years of age and older, you have read the Privacy Policy and agree to the Terms and conditions.' The Windows taskbar at the bottom shows the search bar and several application icons, with the system clock displaying 2:44 PM on 12/16/2020.

10. You will come to the “Review Cart” page. Review the information and click the blue “CHECKOUT” button.

The screenshot shows the same web browser window, now displaying the 'Review Cart' page. The navigation bar remains the same, but the 'Review Cart' link is now active. The main content area features two side-by-side boxes. The left box is titled 'Shopping Cart' and contains a single item: 'Safe Environment - Volunteers' with a quantity of 1 and a price of \$0.00. There is a 'Remove' link next to the item. The right box is titled 'Order Summary' and contains the following information: Order Subtotal (\$0.00), Shipping (TBD), Taxes (TBD), and Estimated Total (\$0.00). Below the 'Order Summary' box is a large blue 'CHECKOUT' button. At the bottom of the page is the 'Catholic Faith Technologies' logo and the text 'Powered by Catholic Faith Technologies, a CDG Company'. The Windows taskbar at the bottom shows the search bar and several application icons, with the system clock displaying 2:47 PM on 12/16/2020.

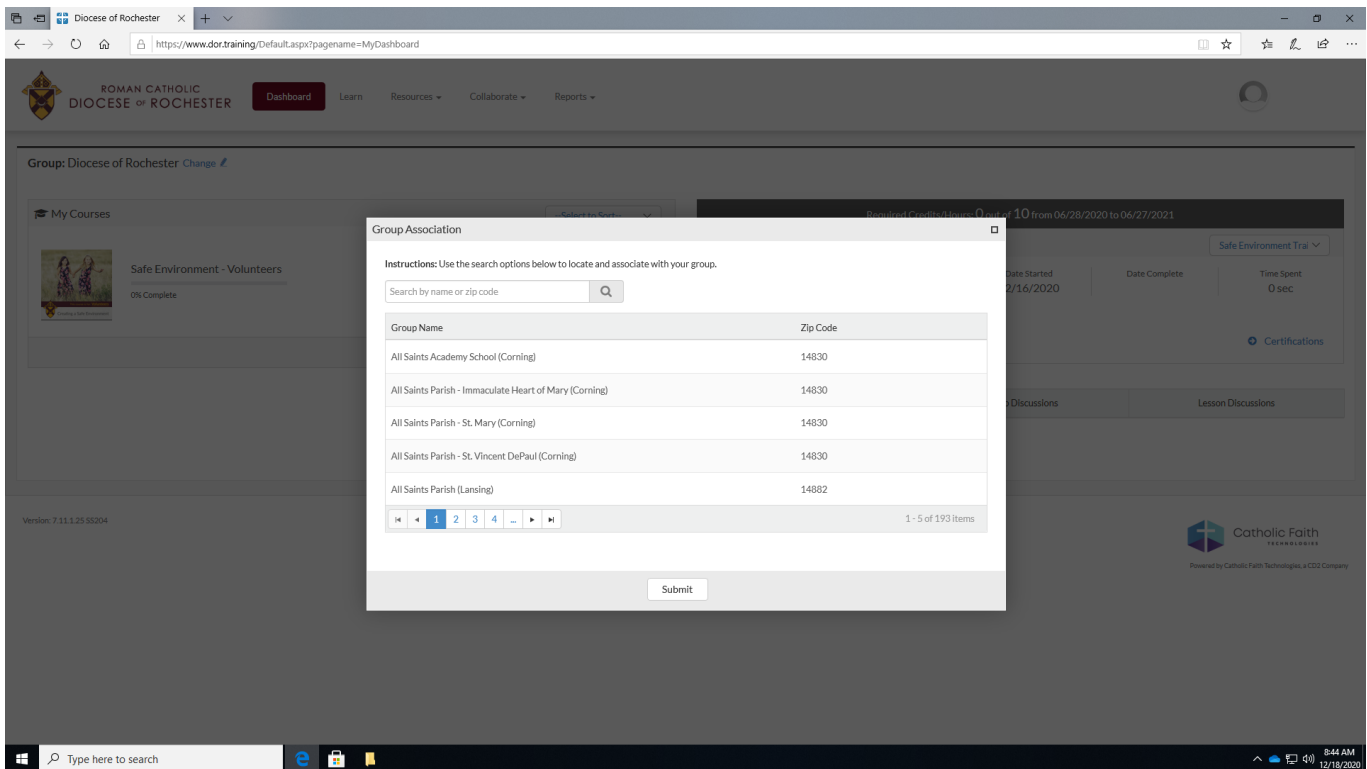
11. You will come to the “Make Payment” page. Enter the information requested, review it and click the blue “PLACE ORDER” button.

The screenshot shows a web browser window with the URL https://www.dor.training/home.aspx?pagename=product_rochester#. The page has a navigation bar with links: Account Login, Review Cart, Make Payment (active), and Order Confirmation. The main content area is divided into two sections. On the left, under the heading '1 Payment', there is a dropdown menu labeled 'No Payment Method Required'. Below this, under the heading '2 Billing', there are several input fields: First Name (Rochester), Last Name (Diocese), Company Name, Address, Apartment, Suite, Building, Etc., City, State (Select), Zip, Country (United States), and Phone. On the right, under the heading 'Order Summary', there is a table showing the order details: Order Subtotal (\$0.00), Shipping (N/A), Taxes (N/A), and a total of \$0.00. Below the table is a blue button labeled 'PLACE ORDER'.

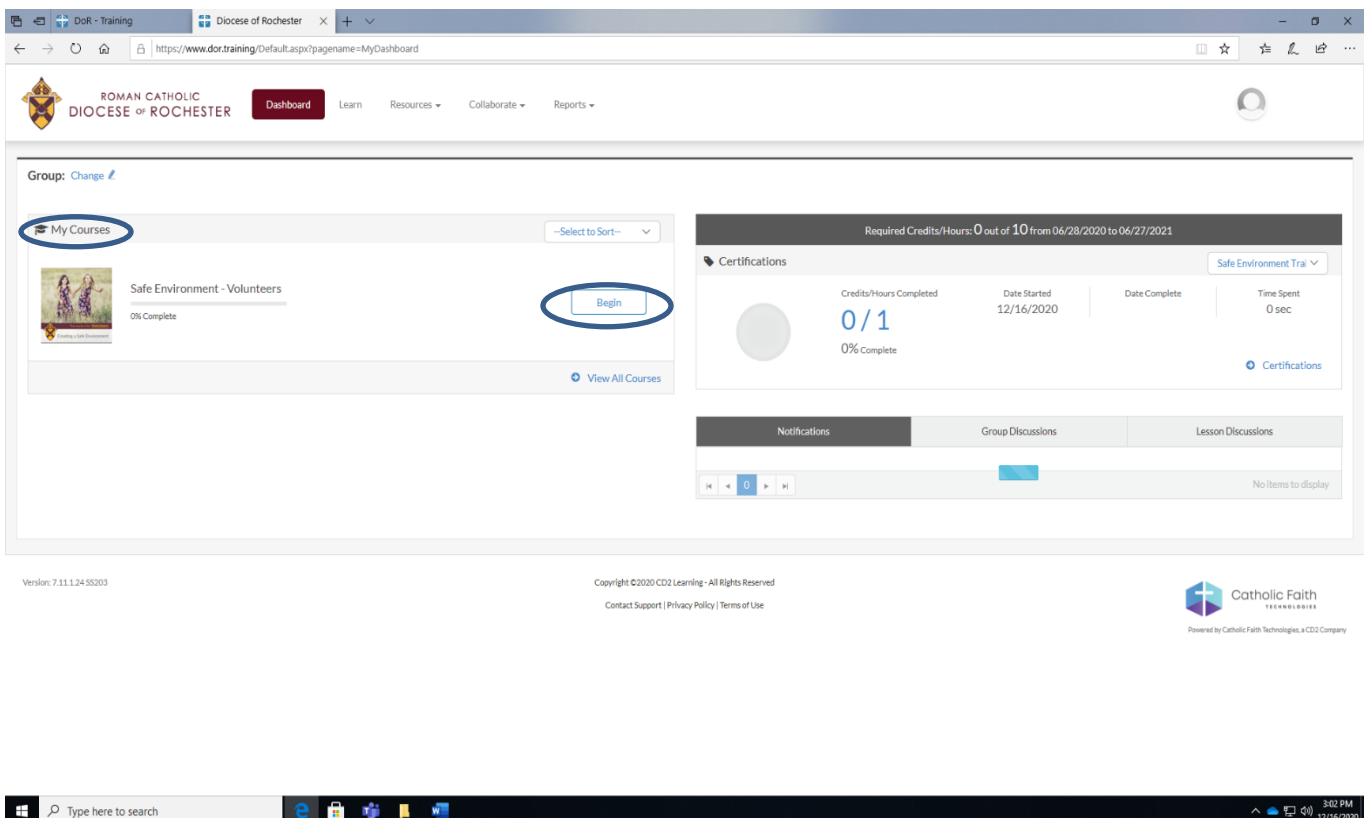
12. A confirmation page will come up. You will also receive a confirmation email to the address you provided that you can keep for your records. Click on “Go to Dashboard” in the upper right corner of the screen.

The screenshot shows the confirmation page in the Diocese of Rochester training system. The page has a navigation bar with links: Account Login, Review Cart, Make Payment, and Order Confirmation. The main content area features a large white box with the text 'Thank You For Your Order!' and 'Your Order Number is: 625749'. Below this, it says 'You will receive an email confirmation shortly at:'. In the upper right corner, there is a 'Departments' dropdown menu, a 'Go to Dashboard' button (circled in blue), and a 'Logout' button. The footer of the page includes the Catholic Faith Technologies logo and the text 'Powered by Catholic Faith Technologies, a CDS Company'.

13. The “Group Association” box will pop up. Please select the parish/school/ministry applicable to you and click the “Submit” button.



14. Click on the “Begin” button in the “My Courses” box and next to “Safe Environment- Volunteers” to begin your training.



Notes:

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

You may stop and log out between modules.

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

Thank you for your ministry!