

SAFE ENVIRONMENT

All adults who have attended a Safe Environment Training Session either this year or last year (STEP I) and completed their background checks (STEP 2) should make certain that they register on-line through Austin Computing Solutions (STEP 3). This final phase of the process puts you onto the master list for volunteers or staff members of the Archdiocese and is required for clearance to minister to children under 18. In order to register simply:

1. Go to www.eappsdb.com/no to create your own user ID and password.
2. The ACCESS CODE for the Archdiocese of New Orleans is **SAFETY**
3. Complete the New User Registration - Click **SUBMIT REGISTRATION**
4. Each section must have a green check before you can submit the application. Sections marked with an * must be completed.
5. At the end of each section, remember to **SAVE** the information and then return to Application Overview.
6. When you select your sites put your primary site of ministry first. Submit your application, following the page instructions along the way. Click "**Process Application Screen**" when you have completed all sections.
7. Once you have completed these steps, please email Ruth Adams: bookkeeper@stpeterparish.com to let her know that you have completed step 3.
- 8.*** Your application will be received and sent to your primary ministry site where THEY will enter your Background Screening Date and your Safe Environment Training Date.

Thank you for uniting in the protection of each child. May Our Blessed Mother wrap her mantel around you as you serve the precious little ones of our parish. For additional information or assistance in this matter, please call the office of Religious Education 893-2446/