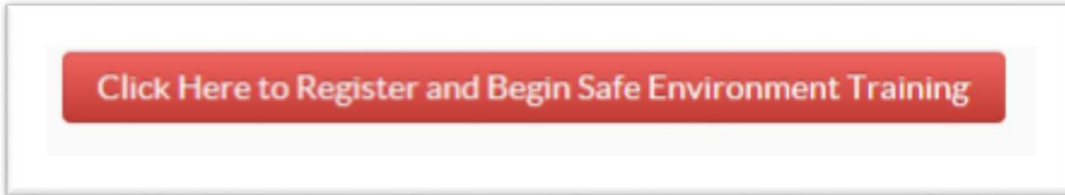


Instructions for Online Safe Environment Training:

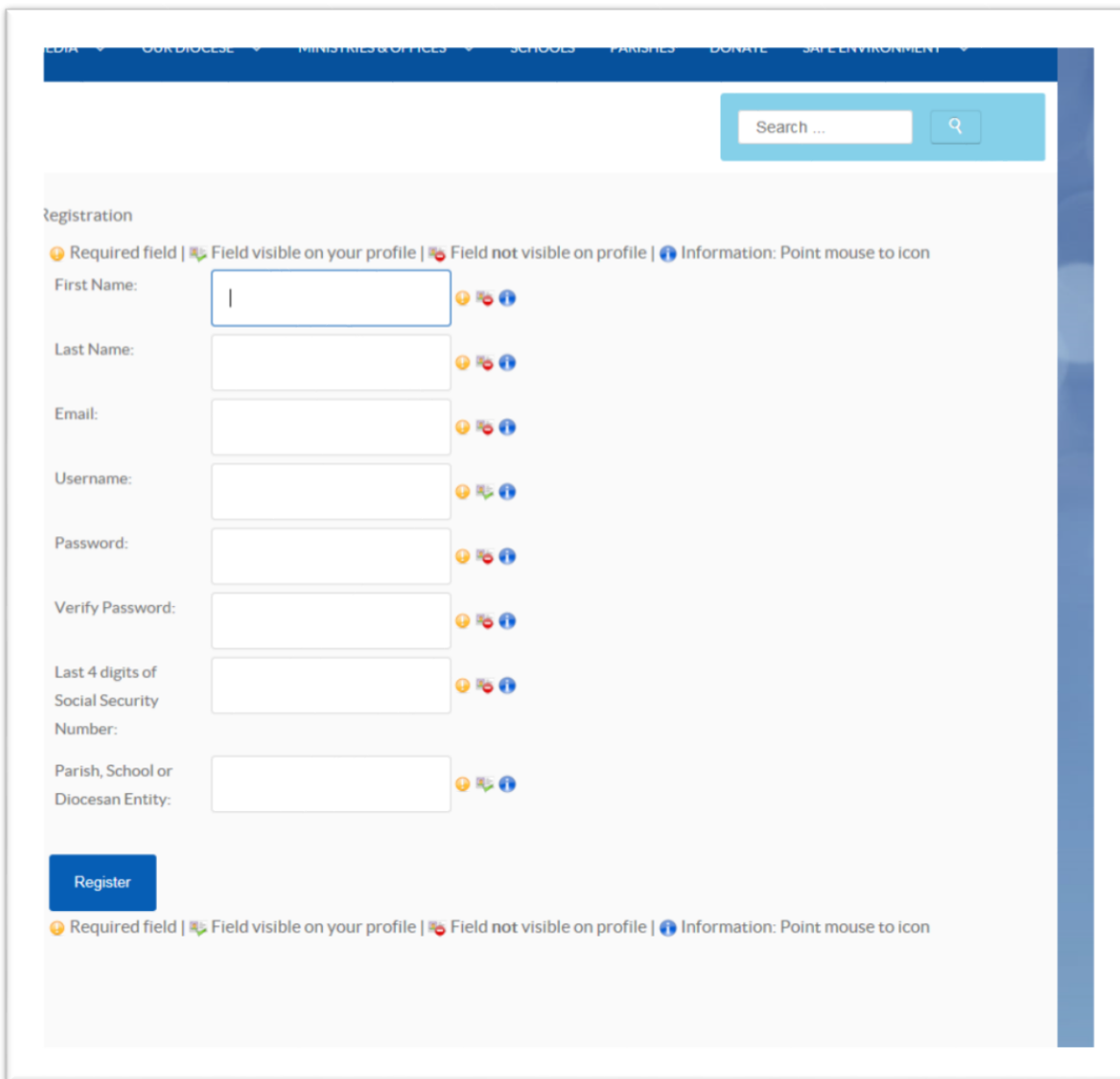
Volunteer registration is a two-step process which includes completing Diocesan provided **Safe Environment training** and **registration of fingerprints**. To complete the registration process, you will link to the Diocese of Orlando Fingerprinting and safe environment training page at the link below:

<https://www.orlandodiocese.org/safe-environment/english>

Start the process by pressing the button which reads, "Click Here to Register and Begin Save Environment Training".



Complete the Registration Information page, then press the Register button:



Registration

Required field | Field visible on your profile | Field not visible on profile | Information: Point mouse to icon

First Name: [Icons: Required, Visible, Info]

Last Name: [Icons: Required, Visible, Info]

Email: [Icons: Required, Visible, Info]

Username: [Icons: Required, Visible, Info]

Password: [Icons: Required, Visible, Info]

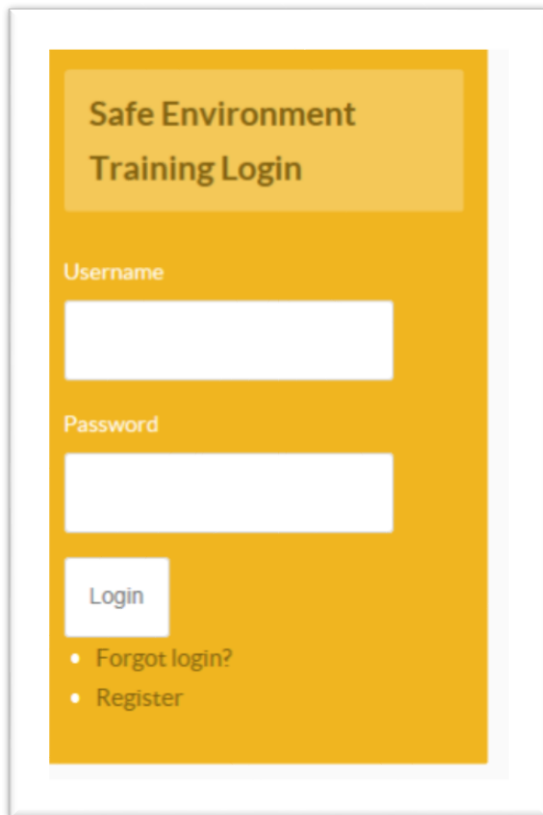
Verify Password: [Icons: Required, Visible, Info]

Last 4 digits of Social Security Number: [Icons: Required, Visible, Info]

Parish, School or Diocesan Entity: [Icons: Required, Visible, Info]

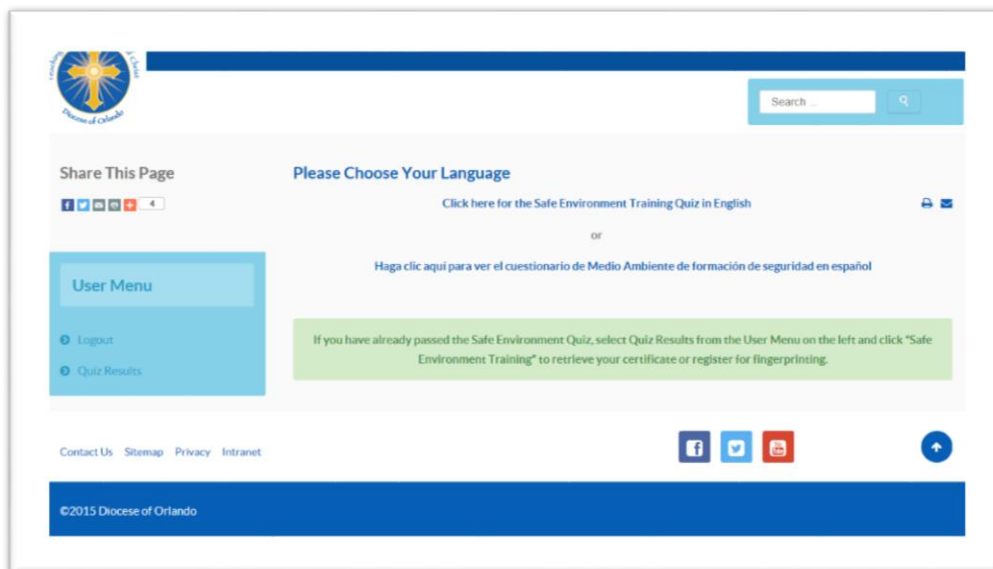
Required field | Field visible on your profile | Field not visible on profile | Information: Point mouse to icon

After registering, you may log in by entering your Username, then Password, then clicking the Login button.



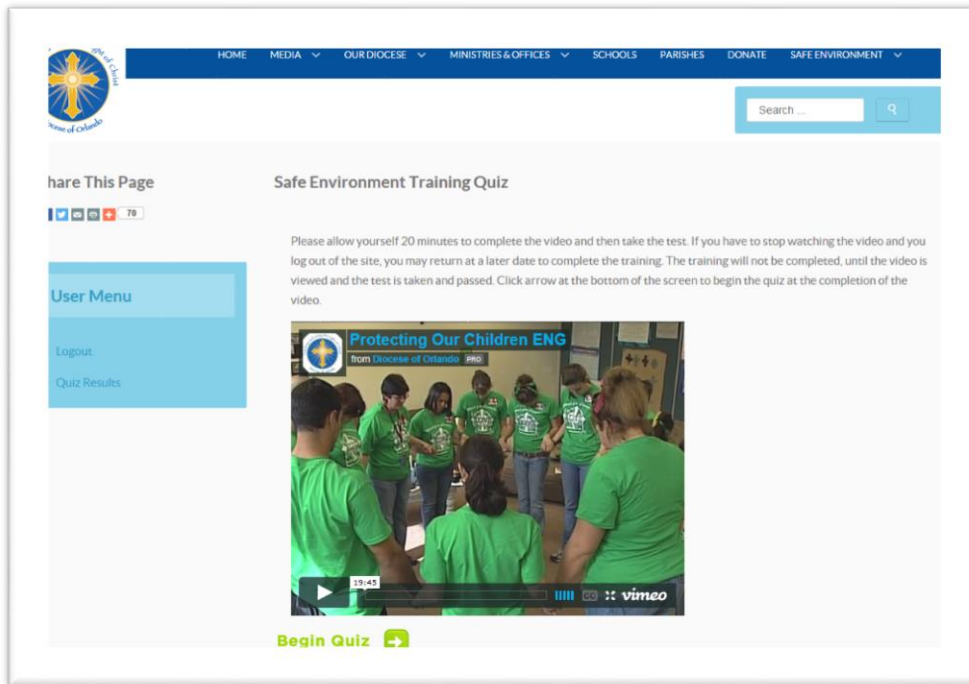
The image shows a login form titled "Safe Environment Training Login" on a yellow background. It includes a "Username" label above a white input field, a "Password" label above another white input field, and a white "Login" button. Below the button are two links: "Forgot login?" and "Register".

Choose a language for your Safe Environment Quiz by clicking where indicated:



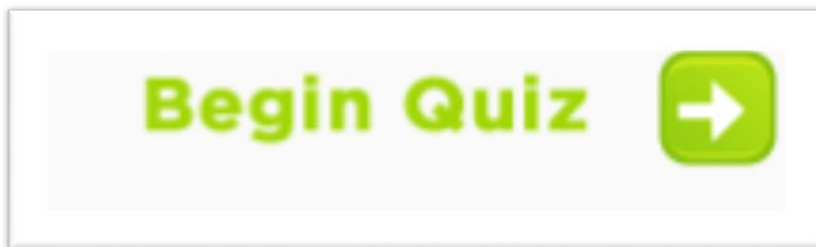
The image shows a web page for the "Safe Environment Training Quiz". At the top left is the Diocese of Orlando logo. A search bar is in the top right. The main content area is titled "Please Choose Your Language" and contains two links: "Click here for the Safe Environment Training Quiz in English" and "Haga clic aquí para ver el cuestionario de Medio Ambiente de formación de seguridad en español". A green box below these links says: "If you have already passed the Safe Environment Quiz, select Quiz Results from the User Menu on the left and click 'Safe Environment Training' to retrieve your certificate or register for fingerprinting." On the left, there is a "User Menu" with "Logout" and "Quiz Results" options. The footer includes "Contact Us Sitemap Privacy Intranet", social media icons, and "©2015 Diocese of Orlando".

Allow 20 minutes to review the video training. By pressing the start arrow on the video.



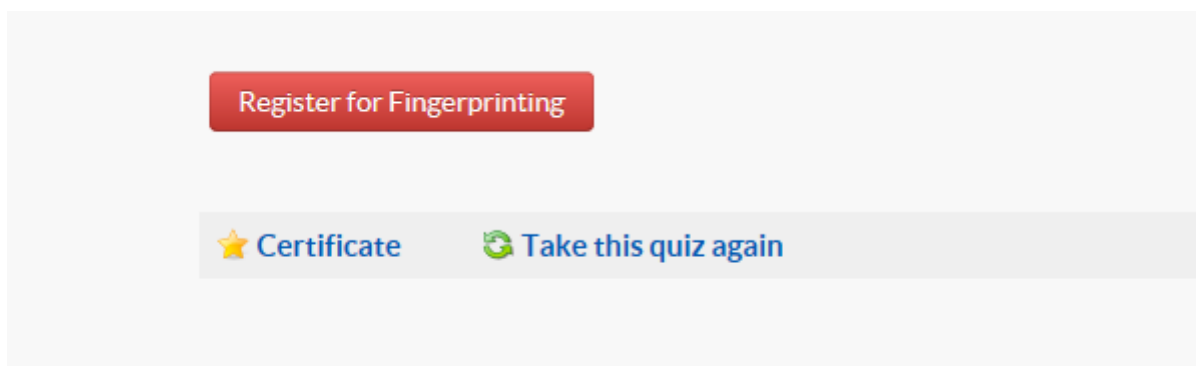
The screenshot shows the website interface for the Diocese of Orlando. At the top, there is a navigation menu with links for HOME, MEDIA, OUR DIOCESE, MINISTRIES & OFFICES, SCHOOLS, PARISHES, DONATE, and SAFE ENVIRONMENT. A search bar is located on the right side of the header. Below the header, the page title is "Safe Environment Training Quiz". To the left, there is a "Share This Page" section with social media icons and a "User Menu" with links for "Logout" and "Quiz Results". The main content area contains a video player with the title "Protecting Our Children ENG" and a subtitle "from Diocese of Orlando PRO". The video shows a group of people in green shirts. Below the video player, there is a green button labeled "Begin Quiz" with a right-pointing arrow.

Press the Begin Quiz Arrow to begin the online quiz:



After completing the online quiz, you may register for fingerprinting by pressing the Register for Fingerprinting button.

You may also press the Certificate button to print a copy of your certificate of completion. You may take the quiz again if you would like.



This block contains three buttons arranged vertically. The top button is red with white text and is labeled "Register for Fingerprinting". The bottom two buttons are on a light gray background. The first is a yellow star icon followed by the text "Certificate". The second is a green circular arrow icon followed by the text "Take this quiz again".