

**Safe Environment Training – Step by step instructions for use of on-line video:
(Employees and Volunteers who have already been fingerprinted)**

- Go onto the internet and type in orlandodiocese.org
- The left side of the home page is shaded green. Scroll down the green area and locate the sixteenth (16th) listing “Employment”.
- Move your cursor over the word Employment and a popup box will appear.
- Click on the wording “Safe Environment Training Video”.

A new page will appear:

- Scroll two-thirds the way down the new page and enter your whole name (Fr. John Smith).
- Enter your email address that you want your test score emailed to.
- Make up a user name (Example: jsmith) then write it down; you will use it again later during this process.
- Create a password, then write it down; you will use it again late during this process.
- Type in your password one more time.
- Type in the last 4 digits of your Social Security Number.
- Type in the Barcode area: 01020304050
- Type in the name of your location (the church or school or place where you volunteer).
- Click on the button “Register”.

A new page will appear:

- On the right hand side of the new page a gray box will appear, type in your user name and password.
- Click on the button “Login”.

A new page will appear:

- A gray box will appear on the right hand side of the new page, click the wording “Test Area”.

A new page will appear

- At the bottom of the screen, confirm the correct spelling of your name and click submit.

A new page will appear:

- Click on the drawing of a blue folder with the wording Show All Courses.

A new page will appear:

- In the middle of the page you will see the wording “Safe Environment Training Quiz”. Click on the drawing of the yellow pencil and note pad.

A new page will appear:

- Click on the wording on the middle of the page that reads “Click here to watch the video”.
- A video screen will appear; it might take up to a minute for it to load. The video is 20 minutes long.
- After you watch the video close out of that window.

A new page will appear:

- At the bottom of the new page click the button “Continue”.

A new page will appear:

- The test page will appear, please answer the 13 questions.
- When you finish the test your test scores will be IMMEDIATELY emailed to the email address you entered at the beginning of this process. A copy is e-mailed immediately to the Diocese of Orlando HR office.

Click on My Test Results to view and print your certificate of completion. Keep the certificate in case you are contacted for further verification.