

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. In-person training remains an option, and it is the only option for teen volunteers.

Introduction

There are 5 courses in the training:

1. Meet Sam
2. It Happened to Me
3. Exploitation in Elder-Serving Programs
4. Abuse Risk Management for Volunteers
5. DOR policies – Volunteers

The first four courses 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.

If you have any difficulty, please call the DOR Help Desk at 1-800-844-7177 for assistance.

To Access the training:

1. In the address bar of the web browser, type in the address www.dor.training
2. Click on “Creating a Safe Environment” in the blue bar

Mail - Thomas.Veeder@... x Mail - Thomas.Veeder@... x Diocese of Rochester x

Secure | <https://www.dor.training>

Suggested Sites Imported From IE Lesser Known Exem nonprofit-guidance catholiccourier.com Home - Roman Cat Catholic Charities St Checkfront Online B Foolproof Homema

ROMAN CATHOLIC
DIOCESE OF ROCHESTER
ONLINE LEARNING

Home | Marriage Preparation | **Creating a Safe Environment** | Formation for Ministry REGISTER FOR CLASSES

LOGIN

WELCOME TO THE NEW DIOCESE OF ROCHESTER LEARNING MANAGEMENT SYSTEM!

Here you will experience online education at your convenience

We are in the process of creating a hub for all learning resources in the Diocese starting with Marriage Preparation and Volunteer Training for Creating a Safe Environment.

Choose from the menu options above to begin your training.

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

Search the web and Windows 9:06 AM 7/24/2018

3. Scroll down to select the English or Spanish version and click on “Register Now”
4. Click on “Add to Cart”

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← GO BACK

Safe Environment - Volunteers

Price: \$0.00 (USD)

In Stock: Yes

Quantity [Add to Cart](#)

Description: 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. You will be asked to register. Enter your parish's 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.

If you have any questions call the DOR IT Help Desk at 1-800-844-7177.

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5. Click on “Checkout”

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Shopping Cart: 1 Item

Safe Environment - Volunteers
Qty: 1 \$0.00 (USD)

Total: \$0.00 (USD) [Close](#) [Checkout](#)

In Stock: Yes

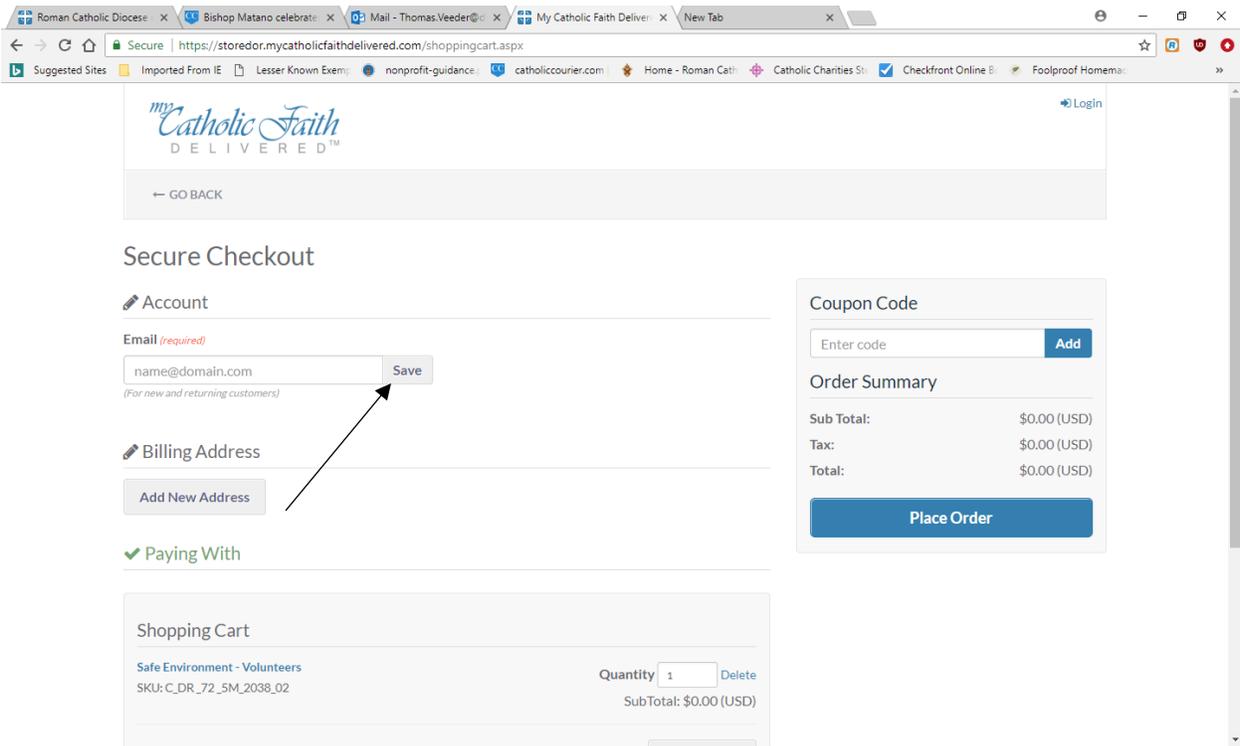
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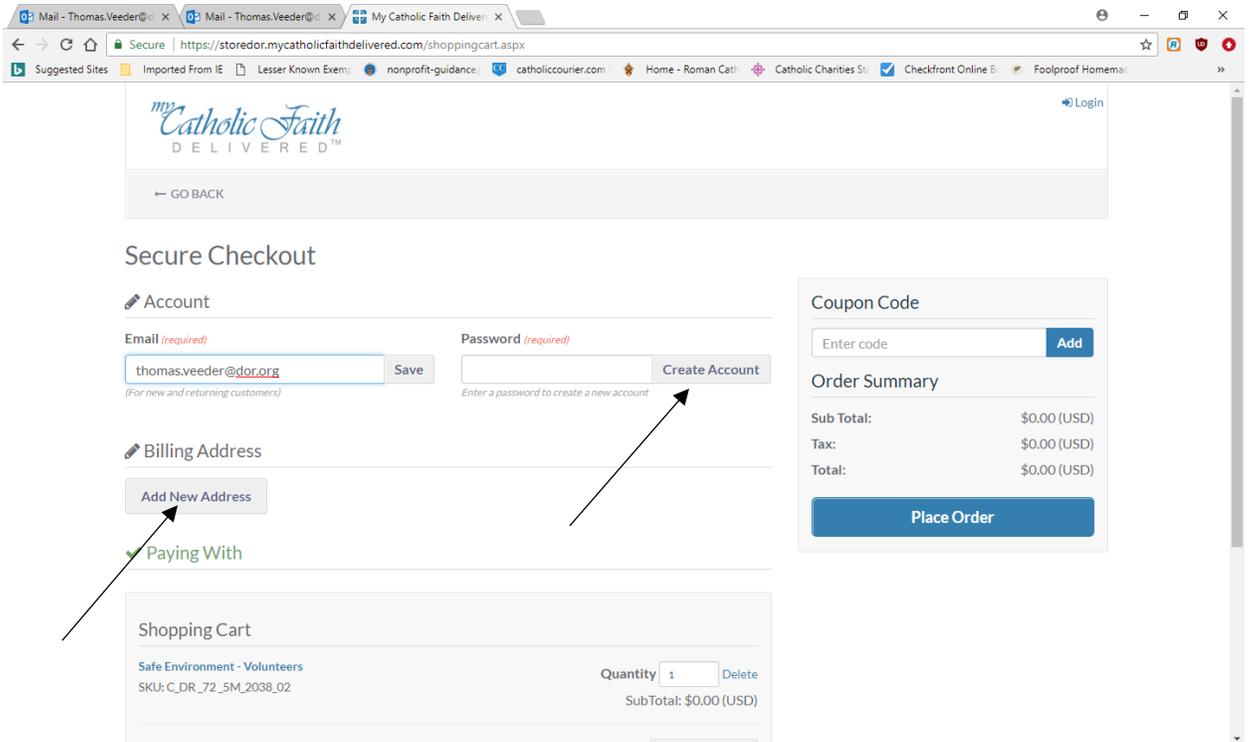
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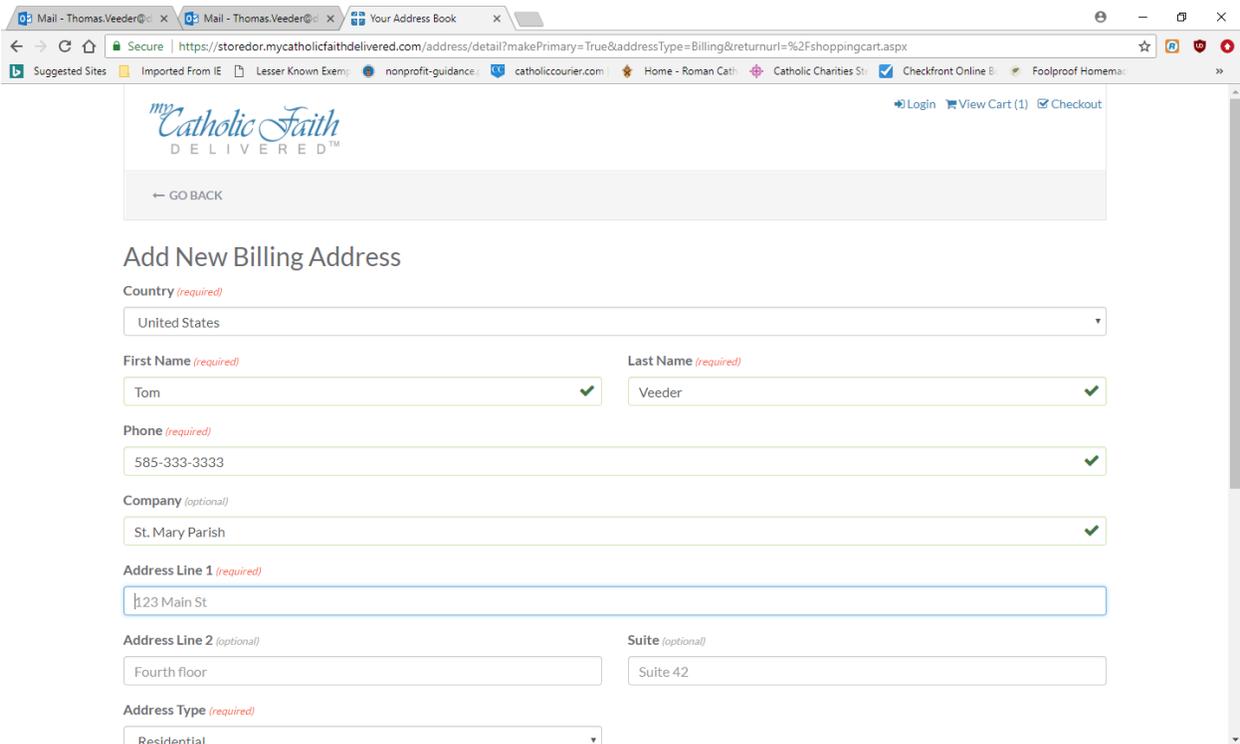
6. Enter your email address and click “Save”



7. Enter a password and click “Create Account” if this is your first time. Your password must be between 8 and 20 characters. It must include at least 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special symbol (# \$ % ^ & * @ ! ~ are acceptable).
8. Click on “Add New Address.”

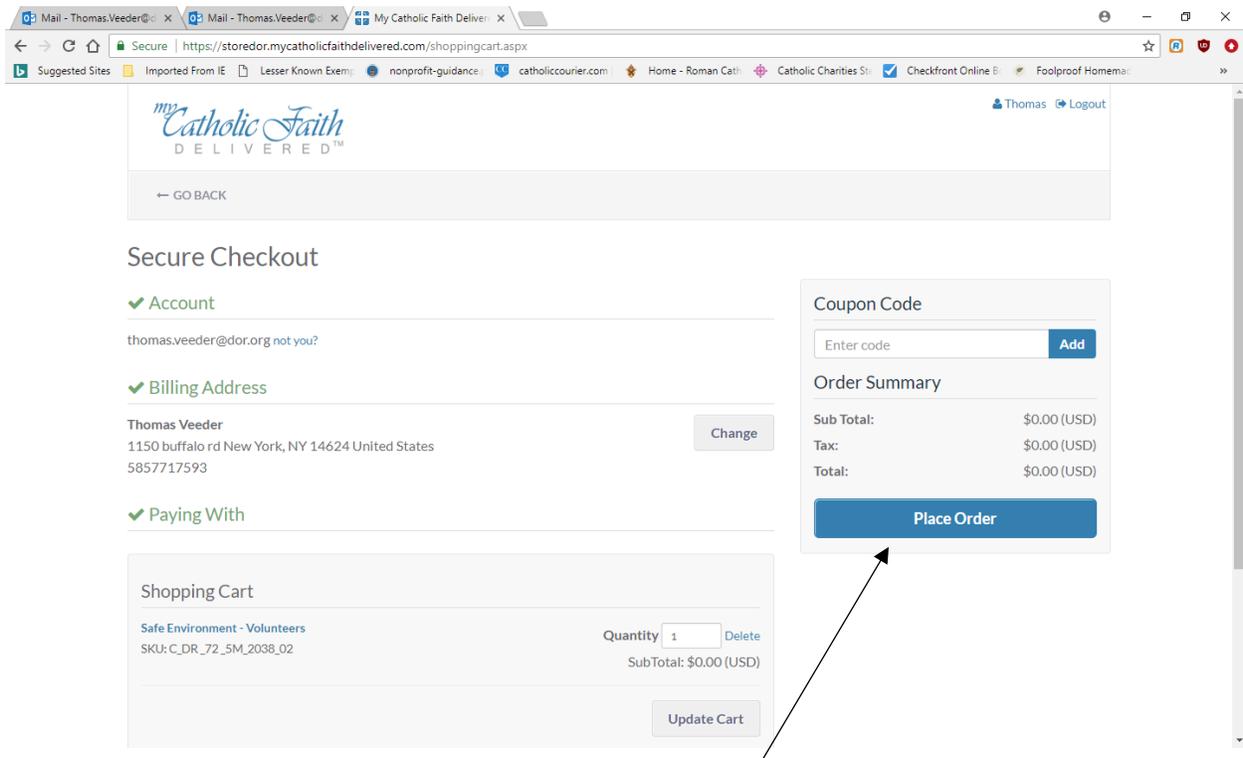


9. Enter your name and the address of your Parish/School/Ministry. Remember there will be no cost for this training.

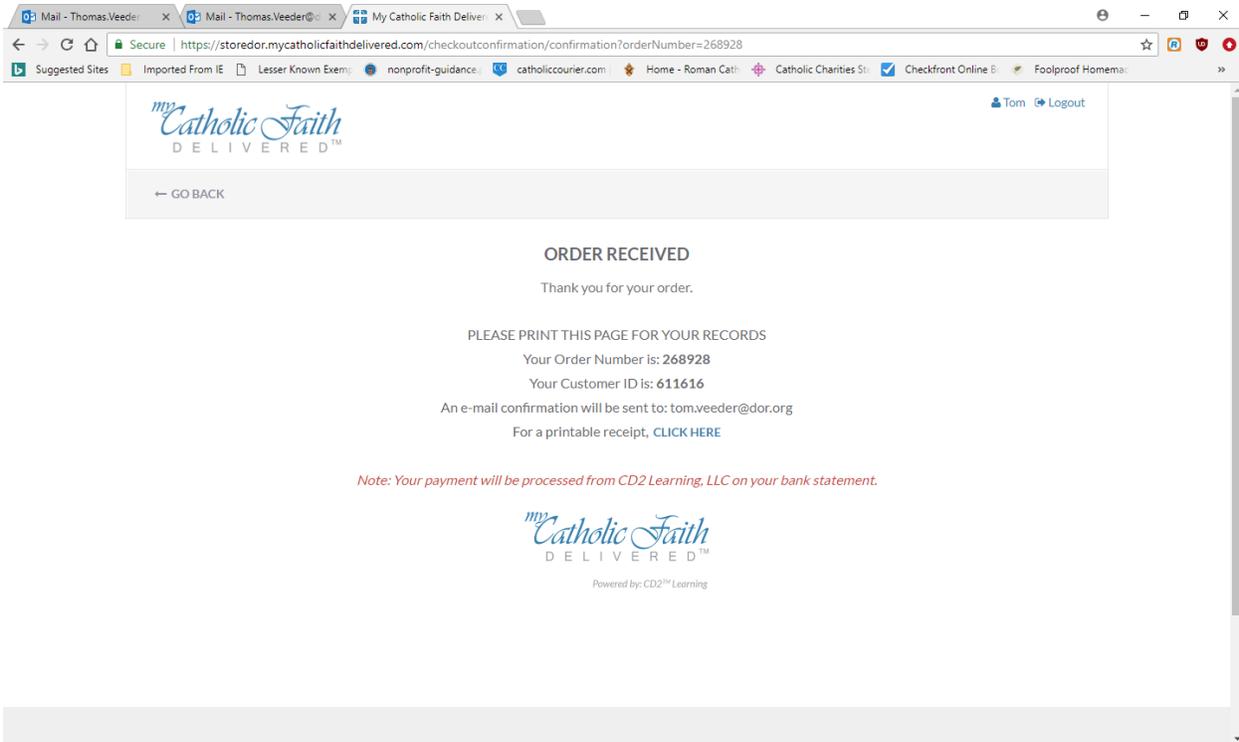


10. Click on Place Order

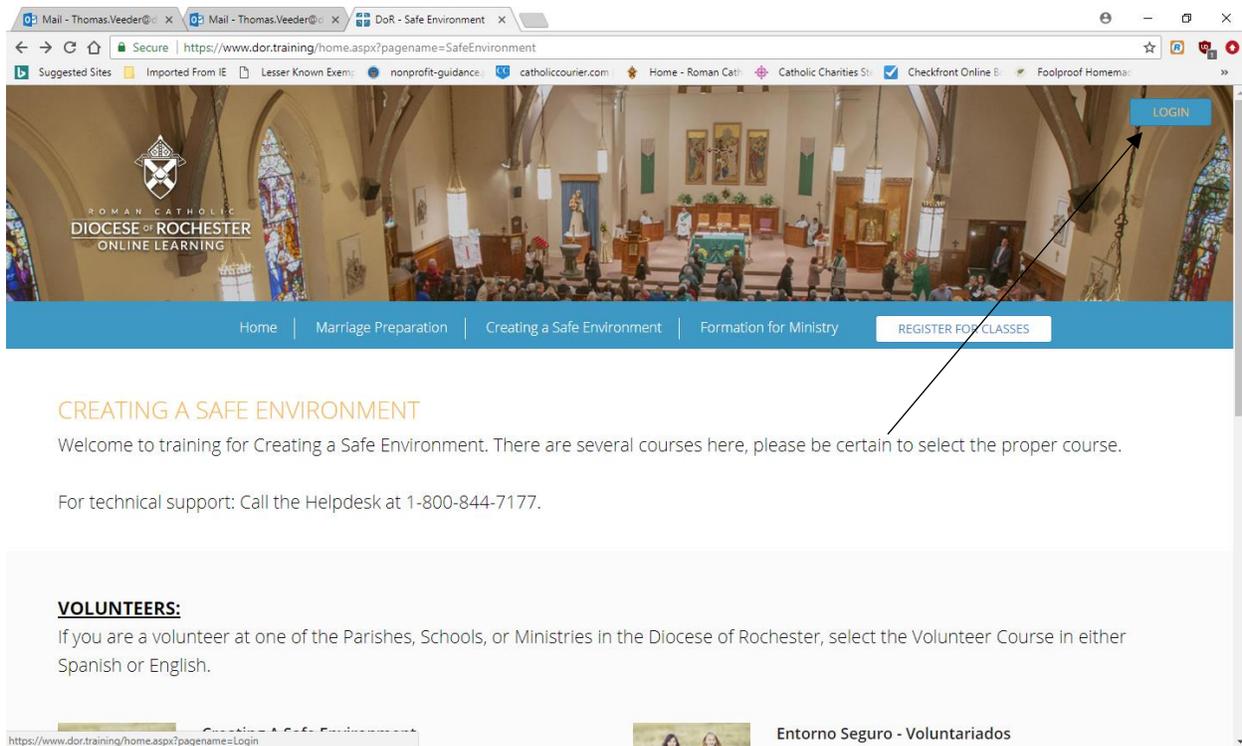
Note: This setup is lengthy but you will only need to do it once.



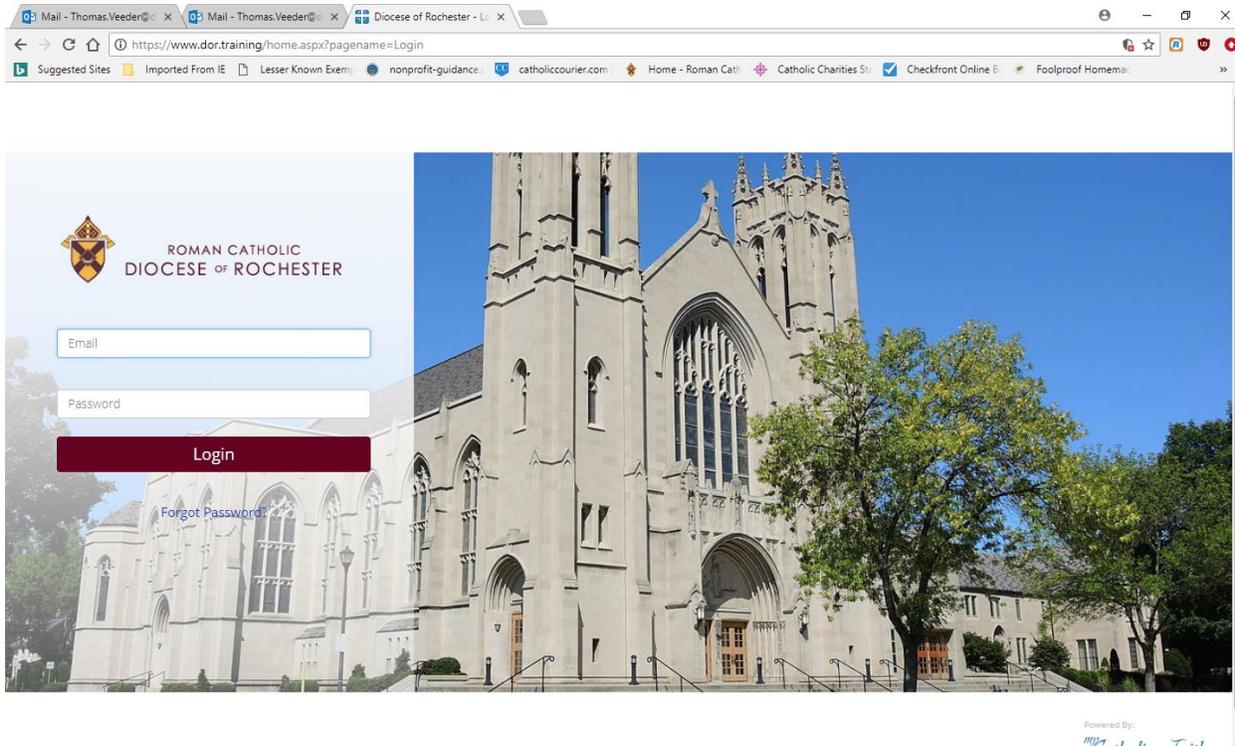
11. You do not need to print the receipt since there is no cost. Some other trainings require payment. Safe Environment does not.



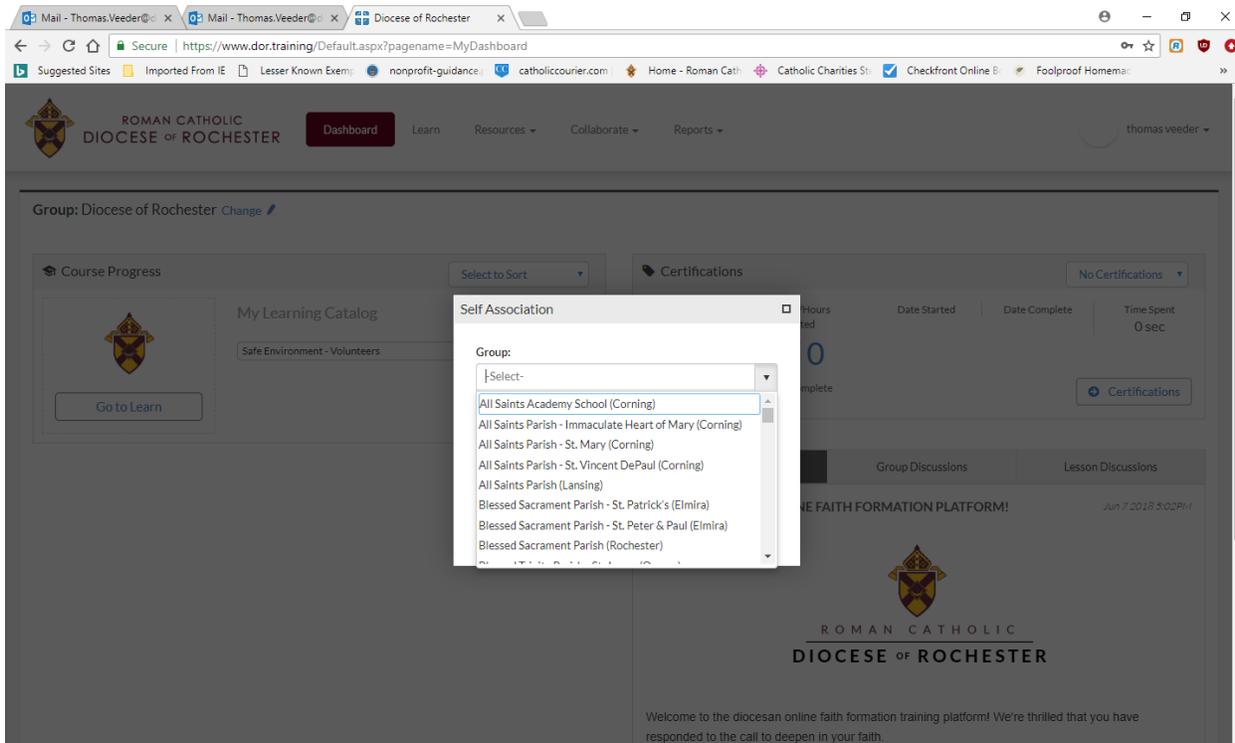
12. Close everything and open a new browser. **Do the following any time you want to re-enter your safe environment training.** Enter www.dor.training to get to the original screen.
13. Choose "Login" in the upper right hand corner to access your courses.



14. Enter your email address and the password you just created.



15. You will be asked to select your parish/school/ministry.



16. Click on “Go to Learn” to begin your training.

The screenshot displays the training dashboard for the Roman Catholic Diocese of Rochester. At the top, there is a navigation bar with the diocese logo, a 'Dashboard' button, and links for 'Learn', 'Resources', 'Collaborate', and 'Reports'. The user's name 'thomas veeder' is visible in the top right. Below the navigation bar, the page is titled 'Group: Diocese of Rochester'. The main content area is divided into several sections:

- Course Progress:** Features a 'My Learning Catalog' with a 'Learn Home' button. A course titled 'Safe Environment - Volunteers' is listed with a progress indicator of 0%. A 'Go to Learn' button is highlighted with a black arrow.
- Certifications:** Shows a progress indicator of 0/1 credits completed, with a date started of 07/24/2018 and a date complete field. A 'Certifications' button is present.
- Notifications:** A tab for 'Notifications' is selected, displaying a welcome message: 'WELCOME TO OUR ONLINE FAITH FORMATION PLATFORM!' dated Jun 7 2018 5:02PM. Below the message is the diocese logo and the text: 'Welcome to the diocesan online faith formation training platform! We're thrilled that you have responded to the call to deepen in your faith.'

Notes:

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

You may stop and log out between courses.

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

Thank you for your ministry!