

Creating a Safe Environment (for Volunteers) Online Training Instructions

All adult volunteers need to complete the same training—whether they are new or renewing after 3 years.

You will need to complete 3 activities:

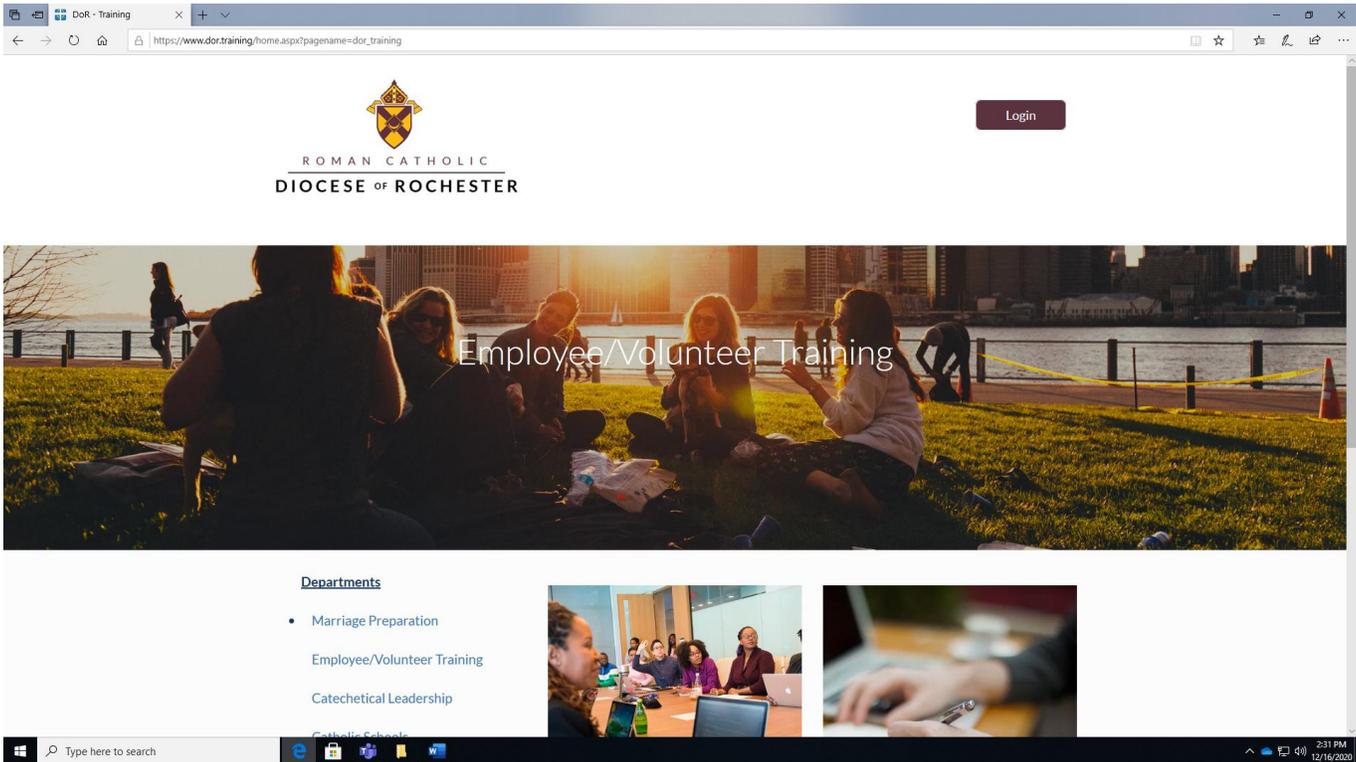
1. Go through the Creating a Safe Environment Training for Volunteers
2. Read and acknowledge the diocesan Volunteer Code of Conduct for Adults
3. Print or download your Certificate of Completion

TO CREATE AN ACCOUNT TO ACCESS THE TRAINING:

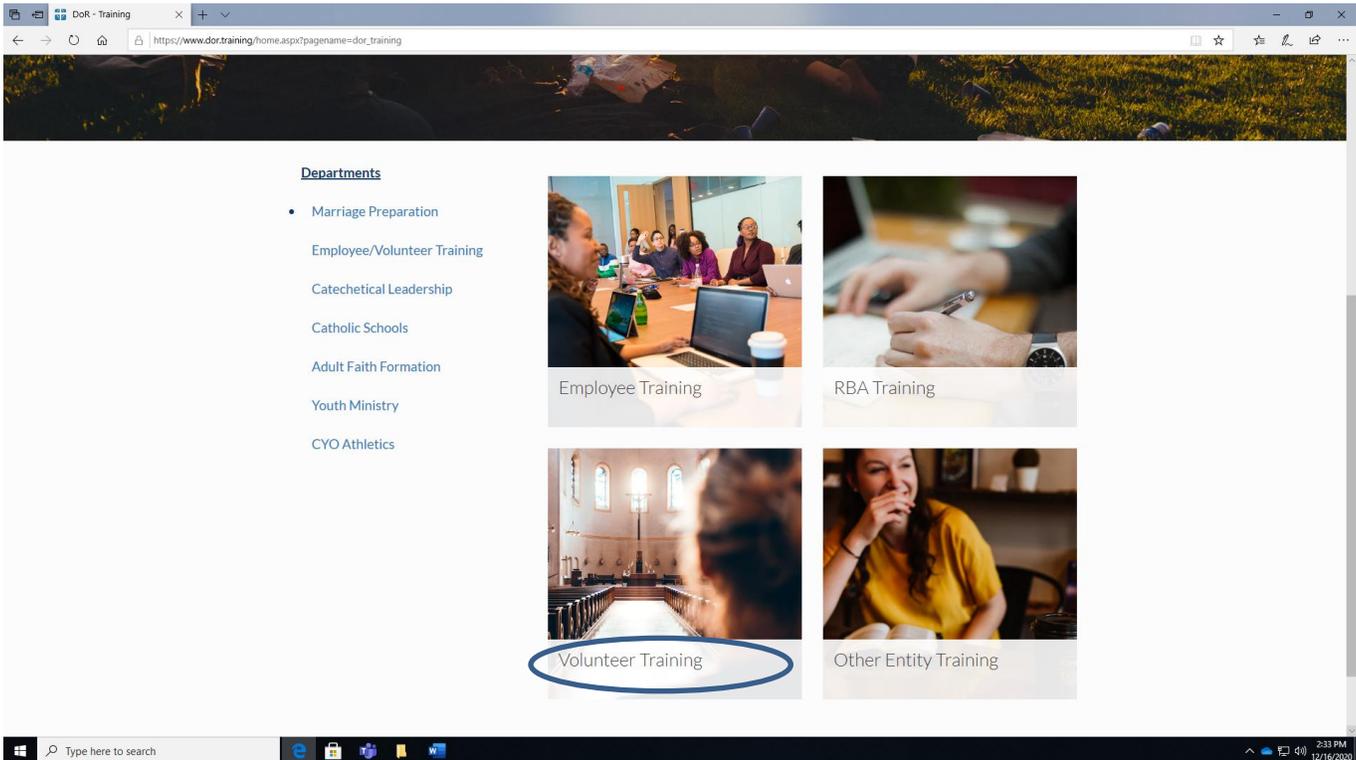
1. In the address bar of the web browser, type in the address www.dor.training. (Note: This program will not run on Microsoft Edge. Recommend using Google Chrome.)
2. Click on the “Employee/Volunteer Training” icon on the top right portion of the homepage.

The screenshot shows a web browser window displaying the homepage of the Diocese of Rochester Learning Management System. The browser's address bar shows the URL <https://www.dor.training/>. The page features the Diocese of Rochester logo at the top left and a "Login" button at the top right. Below the logo, the text reads "ROMAN CATHOLIC DIOCESE OF ROCHESTER". A welcome message states "Welcome to the Diocese of Rochester Learning Management System". The main content area is a grid of six tiles. The top row includes a "Marriage Preparation" tile, a central purple tile with the Diocese of Rochester Online Learning logo and the text "Click a Department to view the online learning options and programs", and an "Employee/Volunteer Training" tile which is circled in blue. The bottom row contains three smaller tiles with various religious imagery. The Windows taskbar is visible at the bottom of the screen, showing the search bar and system tray with the time 2:27 PM on 12/16/2020.

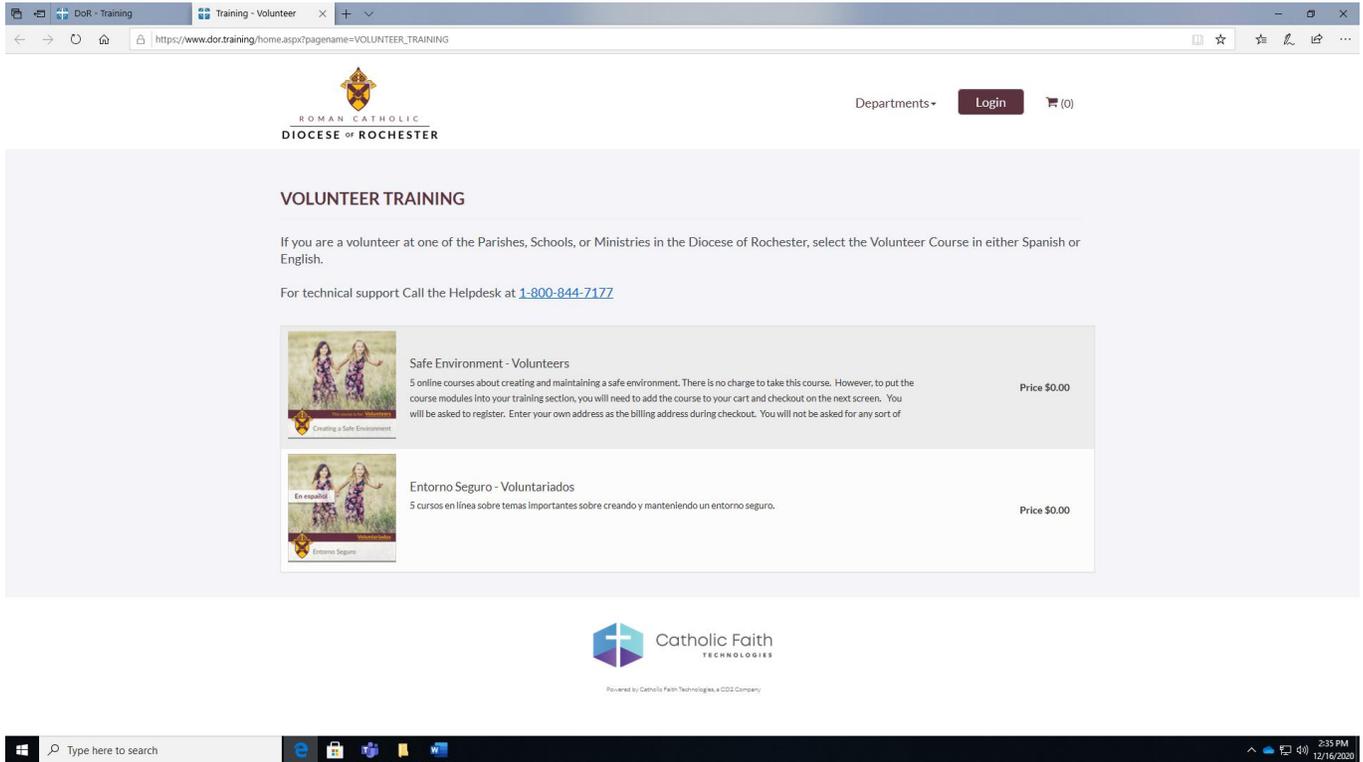
3. You will arrive on the “Employee/Volunteer Training” page. Scroll down until you see the “Volunteer Training” icon.



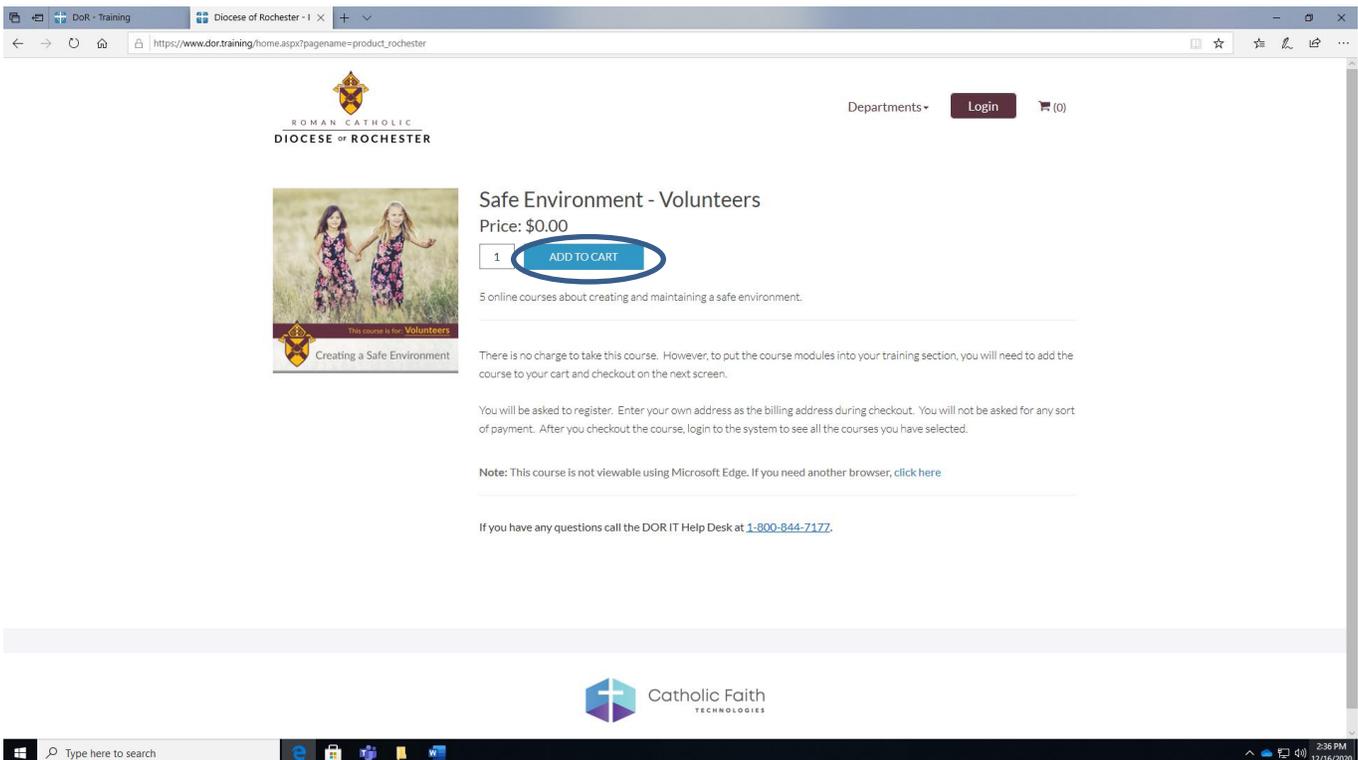
4. Click on the “Volunteer Training” icon on the lower left center portion of the page.



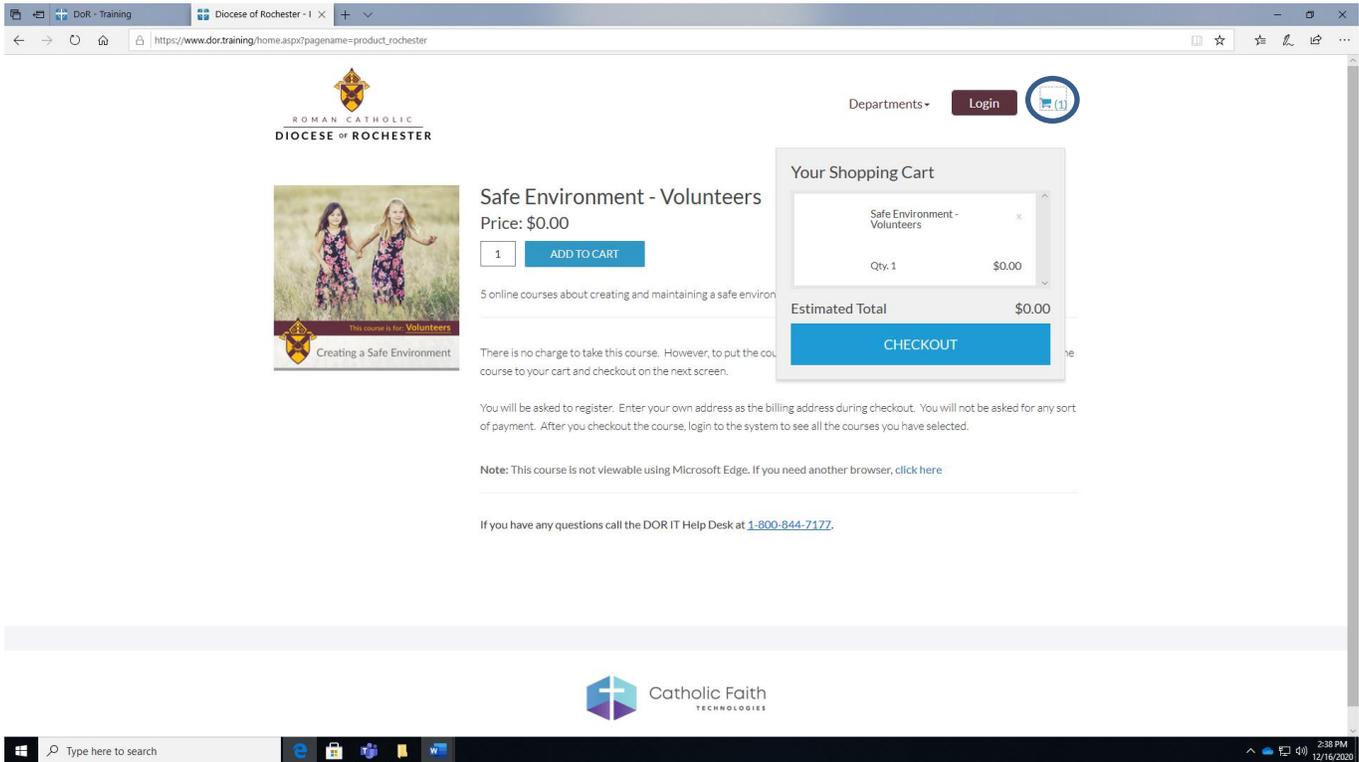
- When you arrive on the “Volunteer Training” page, select the version of the course applicable to you by clicking it. The course will highlight in grey before you click it.



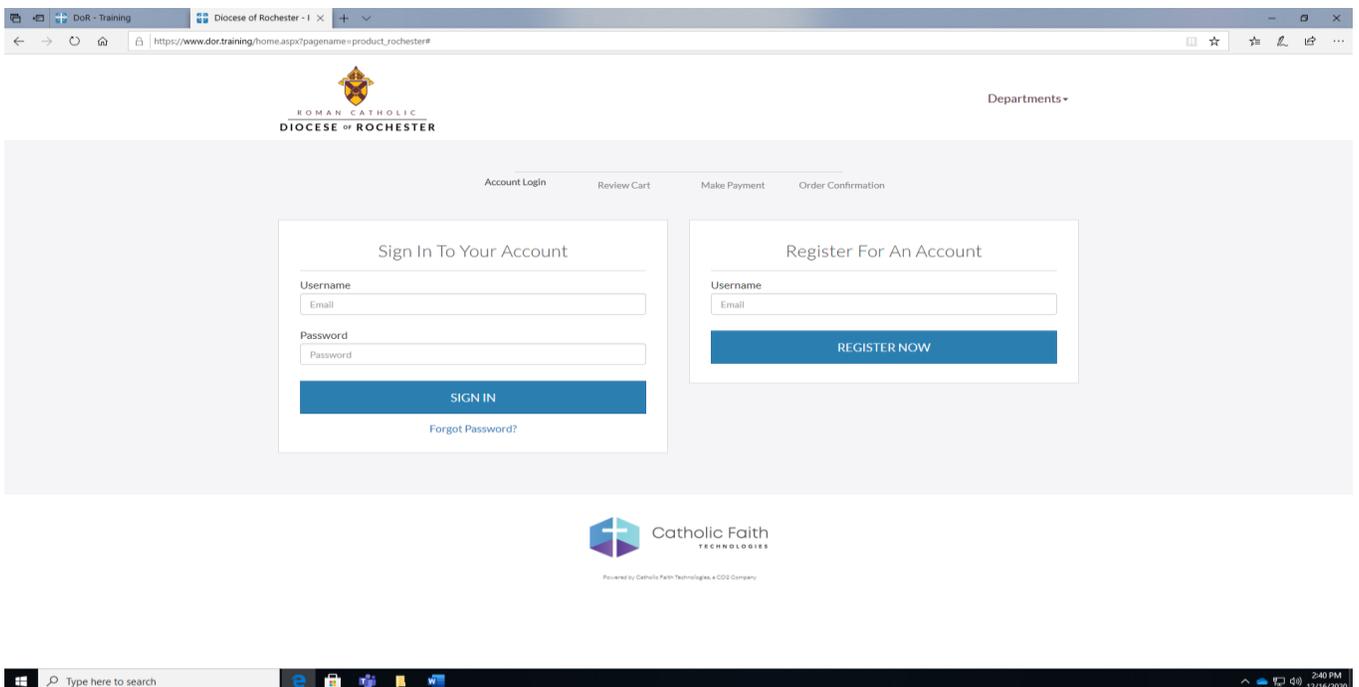
- When you arrive on the course screen, click the blue “ADD TO CART” button.



7. 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.



8. 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. A navigation bar contains links for '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 includes fields for 'Username' (with an 'Email' sub-label), 'Password', and a 'SIGNED IN' button. Below the button is a link for 'Forgot Password?'. The right form is titled 'Register For An Account' and includes fields for 'Username' (with an 'Email' sub-label), 'First Name', 'Last Name', and 'Password'. It features a blue 'SUBMIT' button. Below the button is a 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.'

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

The screenshot shows the 'Review Cart' page. The browser window has the same URL as the previous page. The navigation bar now highlights 'Review Cart' and includes a 'Logout' button. The main content area is divided into two sections. The 'Shopping Cart' section on the left contains one item: 'Safe Environment - Volunteers' with a quantity of 1 and a price of \$0.00. A 'Remove' link is visible next to the item. The 'Order Summary' section on the right displays the following information:

Order Subtotal	\$0.00
Shipping	TBD
Taxes	TBD
Estimated Total	\$0.00

Below the order summary is a blue 'CHECKOUT' button. At the bottom of the page is the 'Catholic Faith TECHNOLOGIES' logo and the text 'Powered by Catholic Faith Technologies, a CD2 Company'. The Windows taskbar at the bottom shows the date as Wednesday, December 16, 2020, and the time as 2:47 PM.

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

Account Login Review Cart **Make Payment** Order Confirmation

① Payment
No Payment Method Required

② Billing

First Name: Rochester Last Name: Diocese

Company Name: _____

Address: _____

Apartment, Suite, Building, Etc.: _____

City: _____ State: Select Zip: _____

Country: United States Phone: 1000-1000-1000

Order Summary

Order Subtotal	\$0.00
Shipping	N/A
Taxes	N/A
+ Add Promotional Code	
Total	\$0.00

PLACE ORDER

Windows taskbar: Type here to search, 2:50 PM 12/16/2020

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.

ROMAN CATHOLIC
DIOCESE OF ROCHESTER

Departments - **Go to Dashboard** Logout

Account Login Review Cart Make Payment Order Confirmation

Thank You For Your Order!

Your Order Number is: 625749

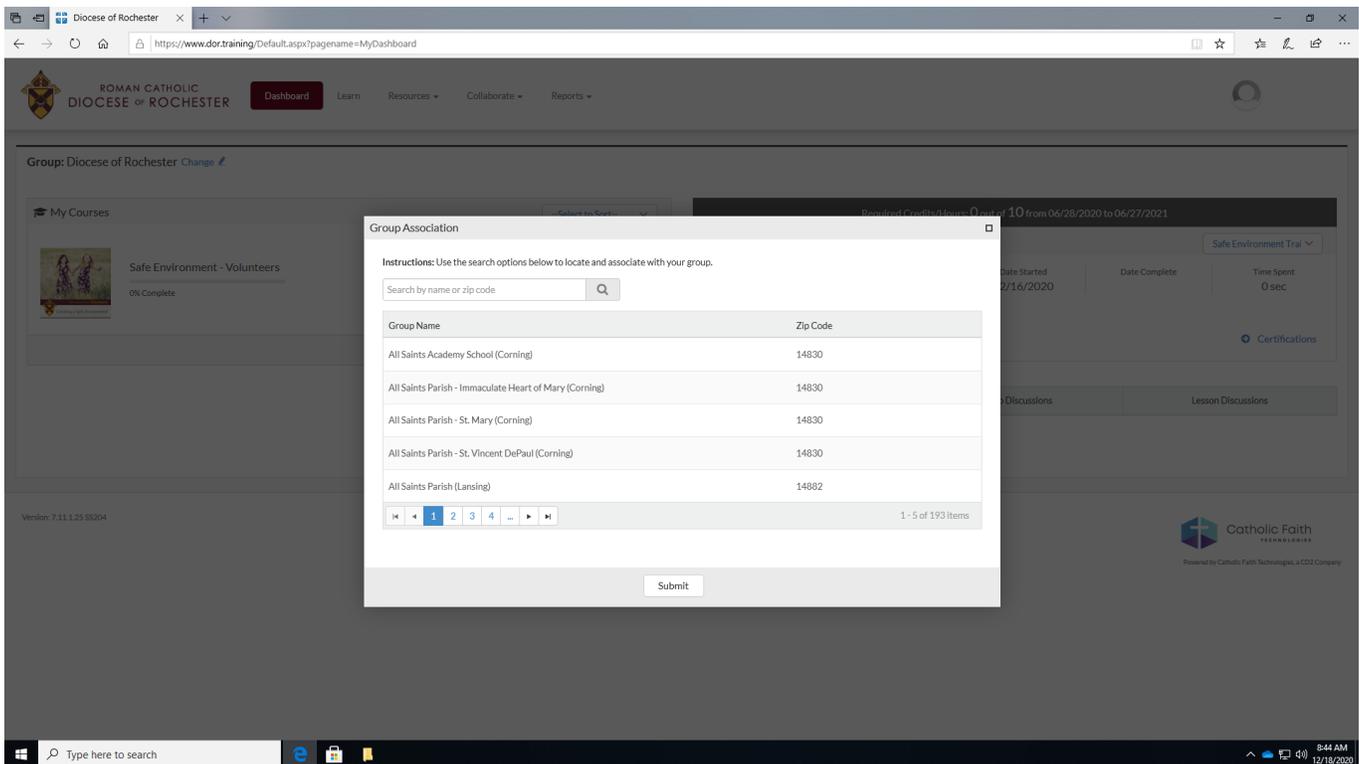
You will receive an email confirmation shortly at:

Catholic Faith
TECHNOLOGIES

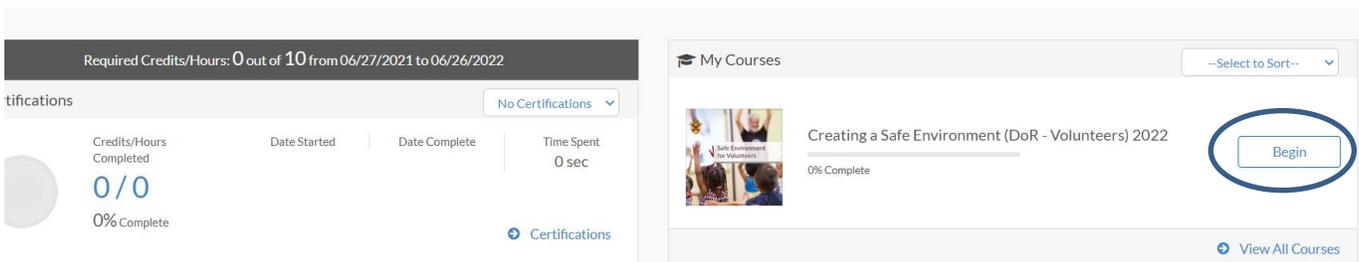
Powered by Catholic Faith Technologies, a CDS Company

Windows taskbar: Type here to search, 2:53 PM 12/16/2020

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 “Creating a Safe Environment (DoR – Volunteers) 2022” to begin your training.



Click “next page” after reading each slide.

The screenshot shows a presentation slide titled "THANK YOU FOR VOLUNTEERING!". The slide content includes three bullet points:

- ▶ Thank you for your willingness to volunteer! You have a chance to influence the life of a child. You can teach skills, set a good example, share your wisdom and keep kids safe.
- ▶ We couldn't operate our programs without you, and we are truly grateful for the contributions you make.
- ▶ THANK YOU!

The slide is part of a training module titled "Creating a Safe Environment (DoR - Volunteers) 2022". The navigation bar at the bottom shows "Previous" and "Next Page" buttons, with the "Next Page" button circled in blue. The slide number "page 2 of 32" is visible in the top right corner.

Next Step: In the next task, you will be provided with the Code of Conduct. Please read and understand and then acknowledge it.

Once you've completed the training and acknowledged the Code of Conduct, a Certificate of Completion will be generated.

Action: Make sure to print (or download) your Certificate of Completion and provide it to the appropriate contact at the parish/school location where you volunteer.

Thank you for your ministry!