

Youth Protection Program Diocese of Harrisburg



Local Administrator: Youth Protection Program Training and Learning Site

1. OBTAINING LOCAL ADMINISTRATOR ACCESS

- a. Each Location should notify the Diocesan Administrator of the individual(s) appointed as Local Administrator(s).
- b. Multiple Local Administrators may be granted access for each Location.
- c. Locations may add or remove Local Administrators at any time by notifying the Diocesan Administrator at clearance@hbgdiocese.org.

2. USER REGISTRATION

- a. Access the Youth Protection Program: <https://safeyouth.hbgdiocese.org/>
- b. Registration may be accessed one of two ways:
 - i. Select “REGISTRATION” link located across the top navigation bar
 - ii. Select “Register to gain access” link located below the Sign In box



- c. Complete General Information, Sign In Information and Function:

- i. General Information:
 1. Enter *First Name*
 2. *Middle Initial* (if applicable)
 3. *Last Name*
 4. *Suffix* (if applicable)
 5. *Last 4 Digits of SSN*

***NOTE:** The **Prefix** field is meant for members of religious orders (e.g. Clergy, Deacons, Sisters, etc.). All other Members may leave this field blank.

- ii. Sign In Information: Provide and confirm active *Email* address. Create and confirm a secure *Password*.

***NOTE:** Members should make a record of their registered Email and Password in the event an email notification confirming registration information is not generated from youthprotection@hbgdiocese.org.



Youth Protection Program


Diocese of Harrisburg

iii. Function:

1. Enter *Start Date* (mm/dd/yyyy)

- Employee – Enter date began/anticipate beginning to work at location
- Volunteer – Enter date began/anticipate beginning to volunteer at location


***NOTE:**


- * The first location entered will become the **primary location** employment or volunteering for the Member.
- ** The **Category** field must be selected first in order for the Location field to properly pre-populate with locations to choose from.
- *** To **Add** additional locations, select  and additional fields will pre-populate for completion.

2. Select *Category* – pertaining to the type of location (i.e. Catholic Charities, Catholic Schools, Parishes, Other Locations)

***NOTE:** If selecting *Other Locations* Member should be associated with one of the following – Campus Ministry, Chaplain, Diocesan Center, Mater Dei Community, Miscellaneous, St. Peter Son Korean Community (Summerdale), Shining Light Thrift Shop, Camp Kirchenwald

- Select specific *Location* based on the category of location selected
- Select *Role* which best describes responsibilities at the location – Employee, Volunteer with Youth, Priest/Deacon, Candidate for Ordination, Other, Vendor

- Select 
- Members who have successfully registered will receive an email confirmation containing the registered Email and Password from: youthprotection@hbgdiocese.org.

- Once the Member has completed the registration and selected , he/she will be logged-in and should see a personal greeting with his/her name located in the top right under the navigation bar.
- Once the Diocesan Administrator has granted access to the Local Administrator, the “ADMINISTRATION” tab will appear in the top right of the navigation bar for access to employee/volunteer records at his/her specific Location.

Registration

If this is your first time taking this course, you must register all entities and locations for which you are employed or volunteer. To begin, select your primary organizational category from the first drop down on the left. Then select the location and your function/role within that organization. To add other entities, click the "Add" button. You must have a valid email address to register.

Prefix: --Select-- | First Name: John | Middle Initial: A

Last Name: Smith | Suffix: --Select-- | Last 4 digits of SSN: 1234

Email: jsmith@hbgdiocese.org | Confirm Email: jsmith@hbgdiocese.org


Password: ***** | Confirm Password: *****

FUNCTION

Please choose at least one category + location + role combination.

Start Date	Inactive Date	Category	Location	Role
06/01/2015		Other Locations	Diocesan Center	Employee

Location dropdown options: --Select--, Campus Ministry, Chaplain, Diocesan Center, Mater Dei Community, Miscellaneous, Saint Peter Son Korean Community, Summerdale, Shining Light Thrift Shop, Camp Kirchenwald



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Youth Protection Program

Diocese of Harrisburg



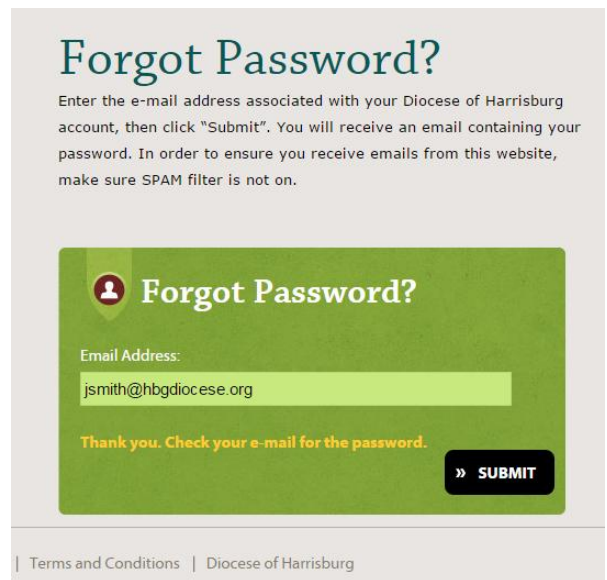
3. USER SIGN IN

- Access the Youth Protection Program: <https://safeyouth.hbgdiocese.org/>
- Enter registered Email and Password
- Select **» SUBMIT**



4. FORGOT PASSWORD?

- Select “Retrieve your password now” located at the bottom of the Sign In box.
- The Member will be prompted to enter his/her registered *Email Address*.
- An email containing the Member’s registered email and password will be transmitted to the email address on record for the Member.



*NOTE:

If a Member should have any further difficulty accessing his/her account, please contact clearance@hbgdiocese.org.

5. MODIFY “MY ACCOUNT” SETTINGS

- Sign In with registered *Email* and *Password*.
- Select “MY ACCOUNT” located at the top right of the navigation bar
 - Members can modify/add the following:
 - Change and confirm Email address
 - Change and confirm Password
 - Add an additional location: Select **+**
 - Enter *Start Date*
 - Select *Category* pertaining to the type of location (i.e. Catholic Charities, Catholic Schools, Parishes, Other Locations)



Youth Protection Program

Diocese of Harrisburg

- c. Select specific *Location* based on the category of location selected
- d. Select *Role* which best describes responsibilities at the location.

***NOTE:** Members cannot delete existing location/role entries from their personal accounts. Please contact clearance@hbgdiocese.org if there are any discrepancies with the Start Date, Category, Location or Role entered for the Member.

- ii. Select **» SAVE** to retain any changes and additions made

6. SIGN OUT

- a. Select *“Sign Out”* located at the top right below the navigation bar, next to the Member’s personal greeting

