



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 three 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 five 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 the address www.dor.training.

***Use Internet Explorer, not Google.**

2. Click “Creating a Safe Environment” in the blue bar.

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

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

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

ROMAN CATHOLIC
DIOCESE OF ROCHESTER
ONLINE LEARNING

LOGIN

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

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 “Register Now.”
4. Click “Add to Cart.”

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← GO BACK

Safe Environment - Volunteers

Price: \$0.00 (USD)


In Stock: Yes

Quantity

Instead of parish - USE:
Nazareth Elementary School
311 Flower City Park
Rochester, NY 14615

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.


ROMAN CATHOLIC
DIOCESE OF ROCHESTER

5. Click “Checkout.”


The screenshot shows a web browser window with several tabs open, including 'Roman Catholic Diocese', 'Bishop Matano celebrate', 'Mail - Thomas.Veeder@', and 'New Tab'. The address bar shows the URL: <https://store.dor.mycatholicfaithdelivered.com/p-19064-safe-environment-volunteers.aspx>. The browser's toolbar includes 'Suggested Sites', 'Imported From IE', 'Lesser Known Exemp', 'nonprofit-guidance', 'catholiccourier.com', 'Home - Roman Cath', 'Catholic Charities Str', 'Checkfront Online B', and 'Foolproof Homema'. The website header features the 'my Catholic Faith DELIVERED™' logo and navigation links for 'Login', 'View Cart (1)', and 'Checkout'. A 'GO BACK' button is visible on the left. A shopping cart overlay is centered on the screen, titled 'Shopping Cart: 1 Item'. It lists the item 'Safe Environment - Volunteers' with a quantity of 1 and a price of \$0.00 (USD). The total is also \$0.00 (USD). The overlay includes 'Close' and 'Checkout' buttons. An arrow points from the 'Checkout' button in the overlay to the 'Checkout' button on the product page. The product page shows 'In Stock: Yes', a quantity selector set to 1, and an 'Add to Cart' button. A 'Description' section explains that there is no charge for the course, but it must be added to the cart and checked out. It also provides contact information for the DOR IT Help Desk at 1-800-844-7177. The footer features the Roman Catholic Diocese of Rochester logo and name.

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Secure Checkout

Account

Email *(required)* 

name@domain.com
(For new and returning customers)

Billing Address

Add New Address

Paying With

Shopping Cart

Safe Environment - Volunteers
SKU: C_DR_72_5M_2038_02

Quantity Delete
SubTotal: \$0.00 (USD)

Coupon Code

Enter code **Add**

Order Summary

Sub Total:	\$0.00 (USD)
Tax:	\$0.00 (USD)
Total:	\$0.00 (USD)

Place Order

6. Enter your email address and click "Save."

Use:
Nazareth Elementary School
311 Flower City Park
Rochester, NY 14615

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 one uppercase letter, one lowercase letter, one number, and one special symbol (# \$ % ^ & * @ ! ~) are acceptable). ***** Remember your password.**

8. Click “Add New Address.”

Enter your name and the address of your Parish/**School**/Ministry. Remember there will be no cost for this training. Use: Nazareth Elementary School
311 Flower City Park
Rochester, NY 14615

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Add New Billing Address

Country *(required)*
United States

First Name *(required)* Tom ✓ Last Name *(required)* Veeder ✓

Phone *(required)* 585-333-3333 ✓

Company *(optional)* St. Mary Parish ✓

Address Line 1 *(required)* 123 Main St

Address Line 2 *(optional)* Fourth floor Suite *(optional)* Suite 42

Address Type *(required)* Residential

9. Click Place Order.

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

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Thomas Logout

← GO BACK

Secure Checkout

✓ Account
thomas.veeder@dor.org not you?

✓ Billing Address
Thomas Veeder
1150 buffalo rd New York, NY 14624 United States
5857717593
[Change](#)

✓ Paying With

Coupon Code
Enter code [Add](#)

Order Summary

Sub Total:	\$0.00 (USD)
Tax:	\$0.00 (USD)
Total:	\$0.00 (USD)

[Place Order](#)

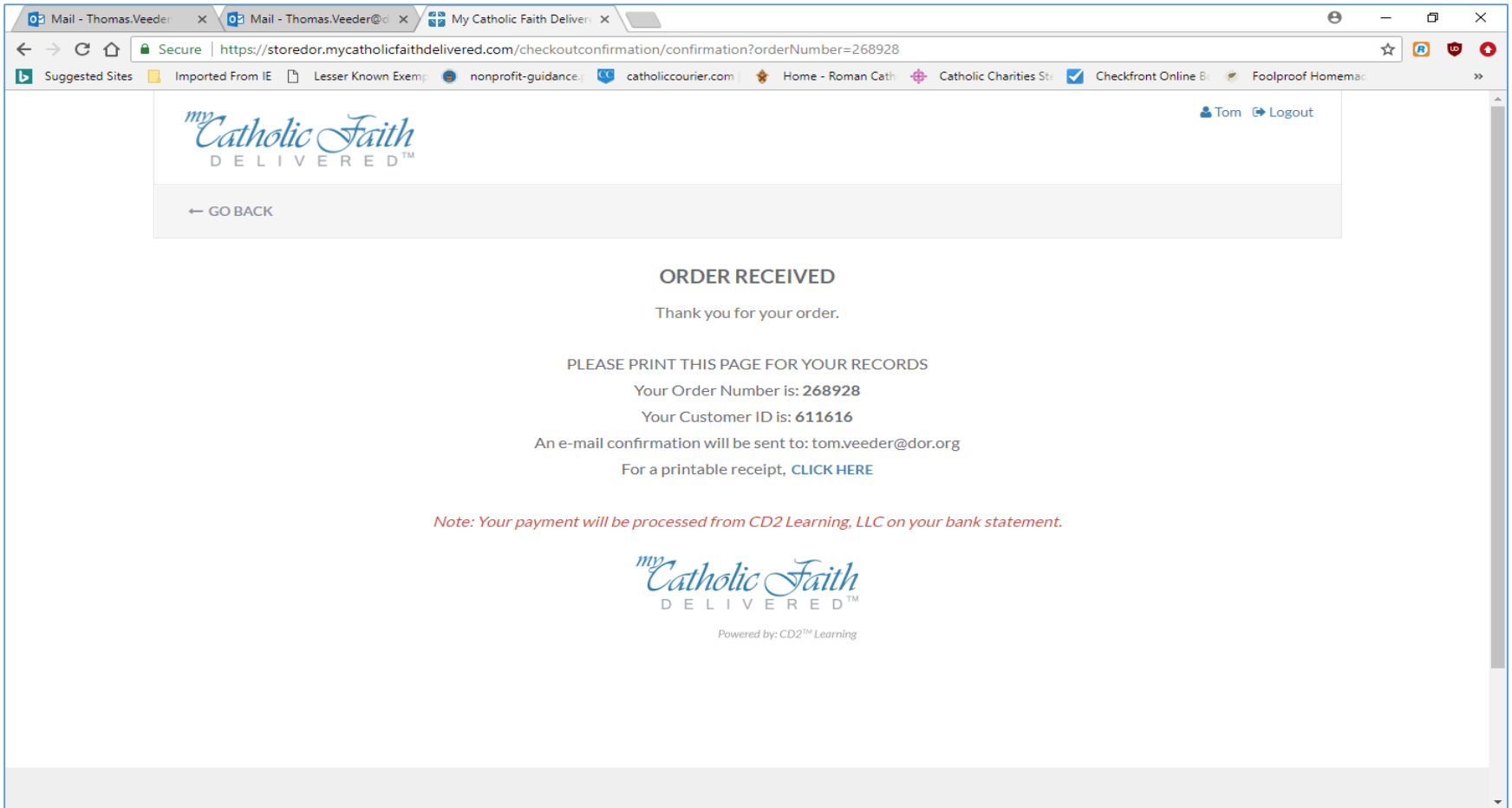
Shopping Cart

Safe Environment - Volunteers
SKU: C_DR_72_5M_2038_02

Quantity [Delete](#)
SubTotal: \$0.00 (USD)

[Update Cart](#)

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 corner to access your courses.

Mail - Thomas.Veeder@... x Mail - Thomas.Veeder@... x DoR - Safe Environment x

Secure | https://www.dor.training/home.aspx?pagename=SafeEnvironment

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

ROMAN CATHOLIC
DIOCESE OF ROCHESTER
ONLINE LEARNING

LOGIN

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

CREATING A SAFE ENVIRONMENT

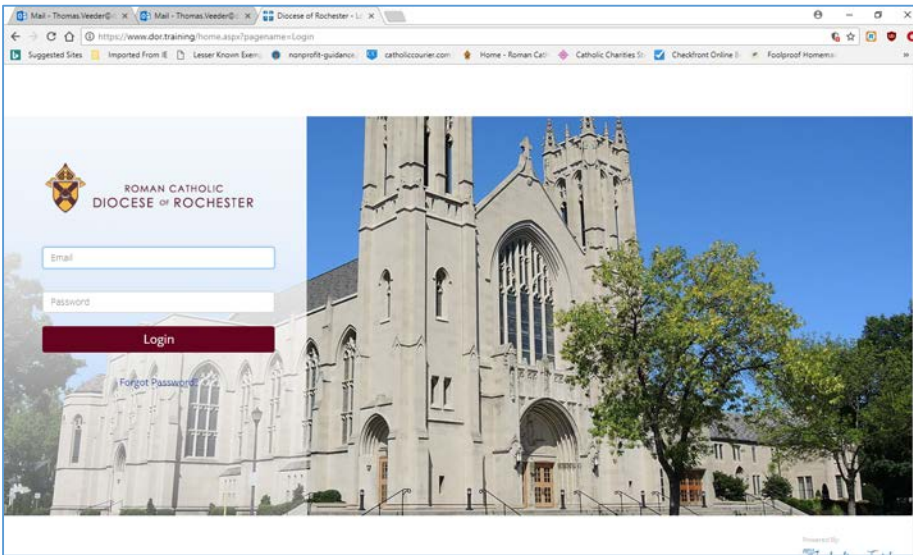
Welcome to training for Creating a Safe Environment. There are several courses here, please be certain to select the proper course.

For technical support: Call the Helpdesk at 1-800-844-7177.

VOLUNTEERS:
If you are a volunteer at one of the Parishes, Schools, or Ministries in the Diocese of Rochester, select the Volunteer Course in either Spanish or English.

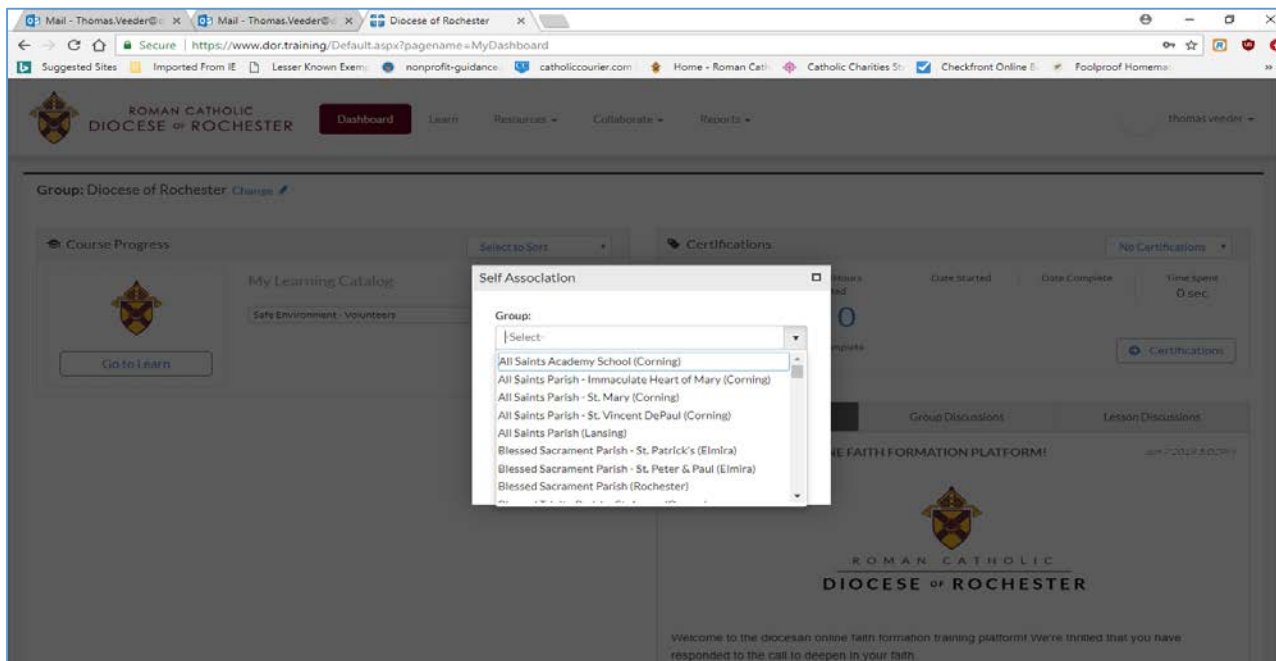
https://www.dor.training/home.aspx?pagename=Login

Entorno Seguro - Voluntariados

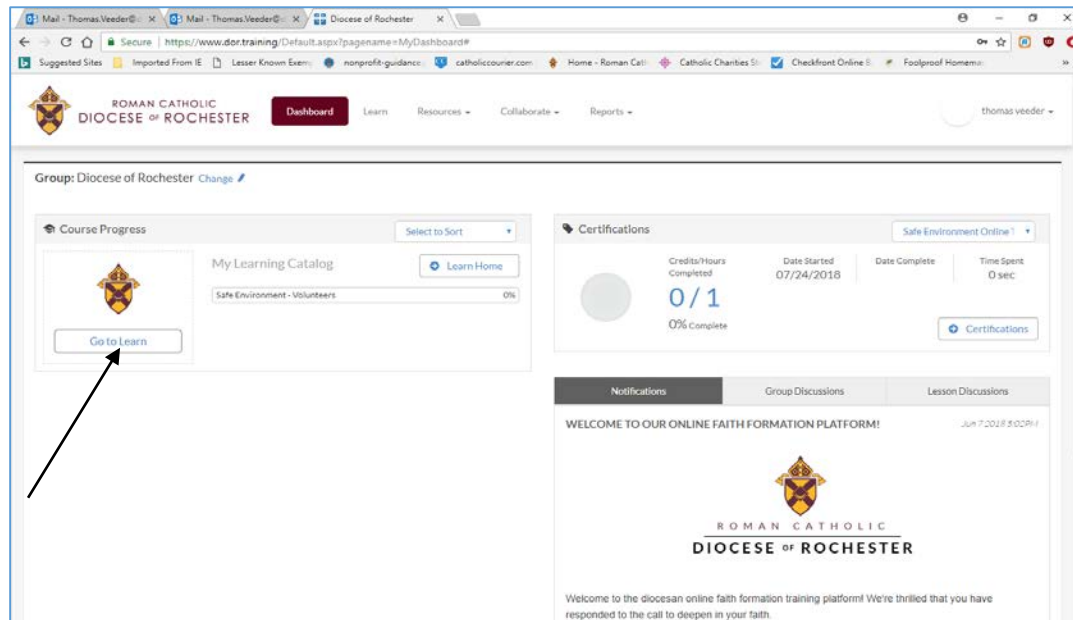


14. Enter your email address and the password you just created.

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



15. Click “Go to Learn” to begin your training.



Notes:

You must complete all five 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 corner.

You may stop and log out between courses.

When you have completed all five parts, please print your certificate and give a copy to Nazareth’s Creating a Safe Environment Coordinator, Sister Dolores Ann Stein, RSM, 311 Flower City Park, Rochester, NY 14615 or drop it at the school office. Also be sure to send in a copy of your signed Code of Conduct and the Authorization to Release Paper.

Thank you for your ministry!