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

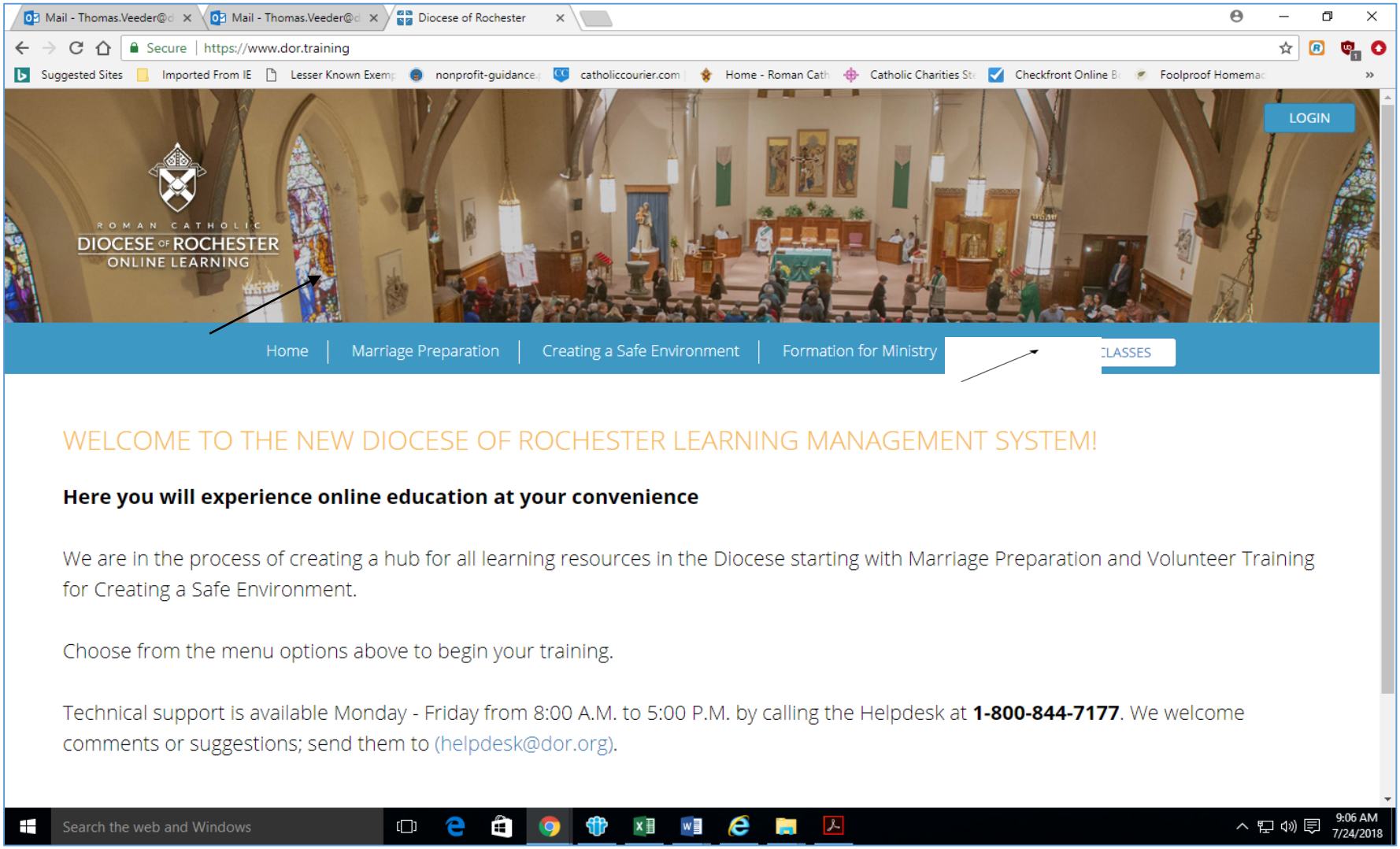
There are five courses in the training:
1. **Meet Sam**
2. **It Happened to Me**
3. **Exploitation in Elder-Serving Programs**
4. **Abuse Risk Management for Volunteers**
5. **DOR policies – Volunteers**

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.

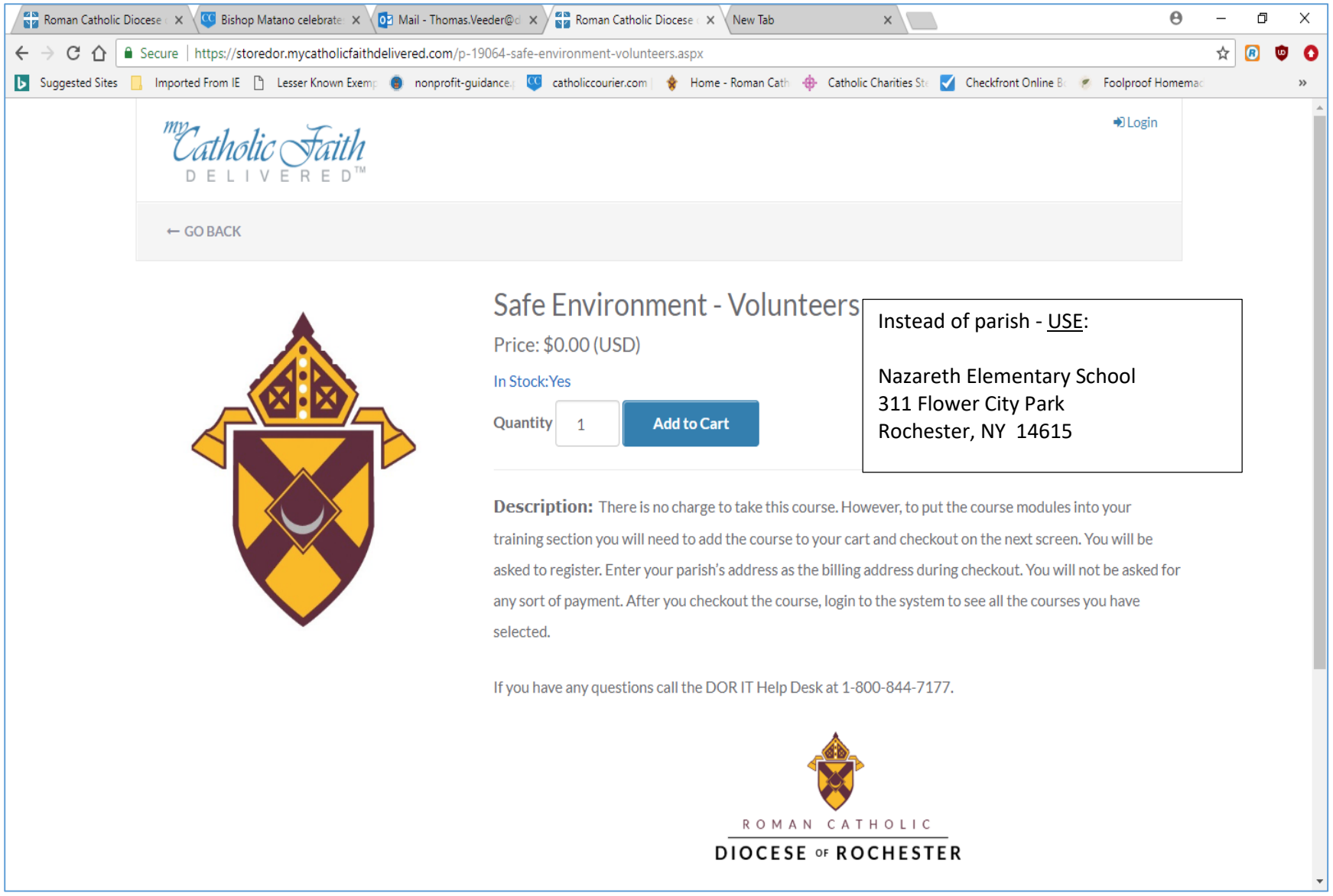
If you have any difficulty, please call the DOR Help Desk at 1-800-844-7177 for assistance.

To Access the training:

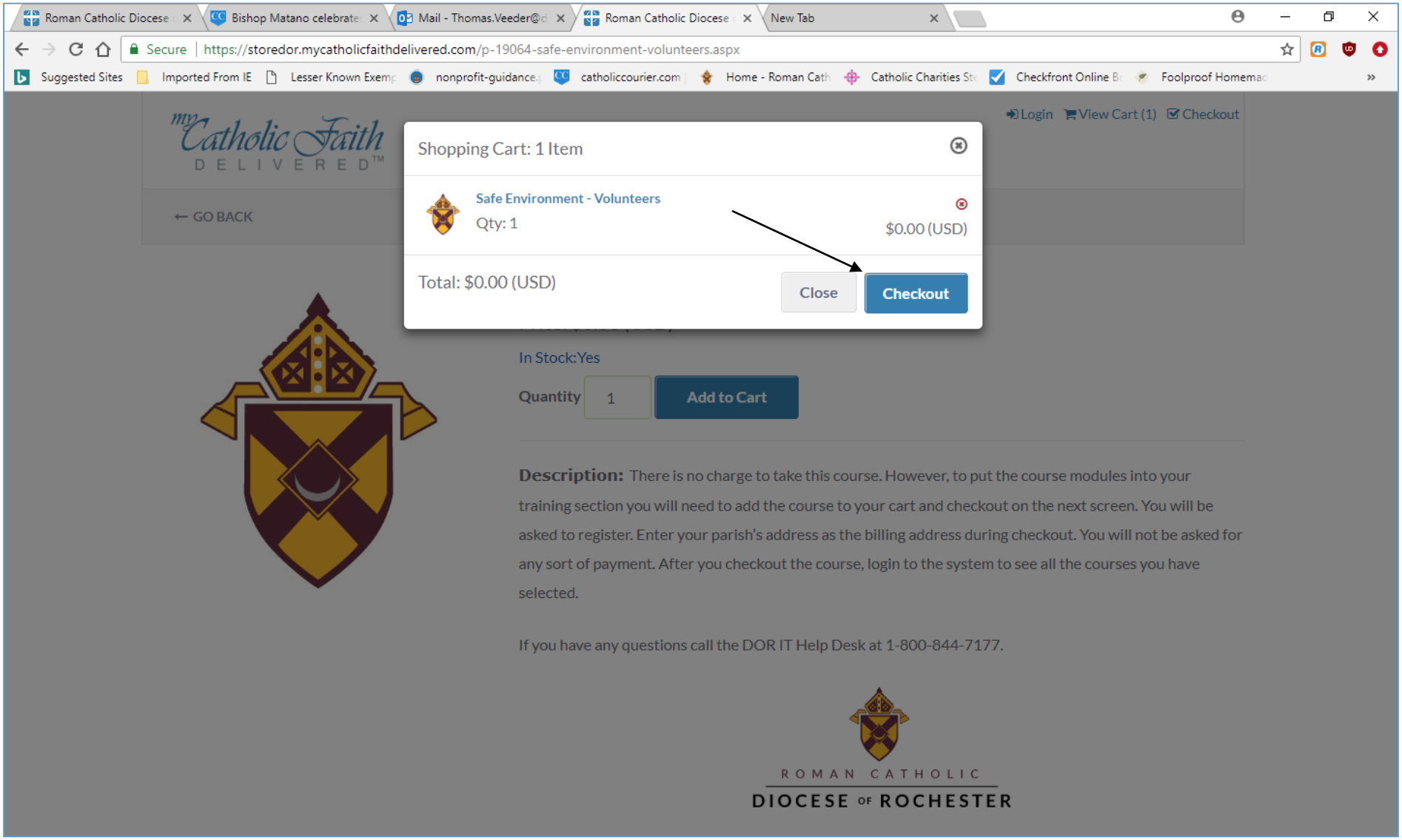
1. In the address bar of the web browser*, type the address www.dor.training.
   *Use Internet Explorer, not Google.
2. Click “Creating a Safe Environment” in the blue bar.

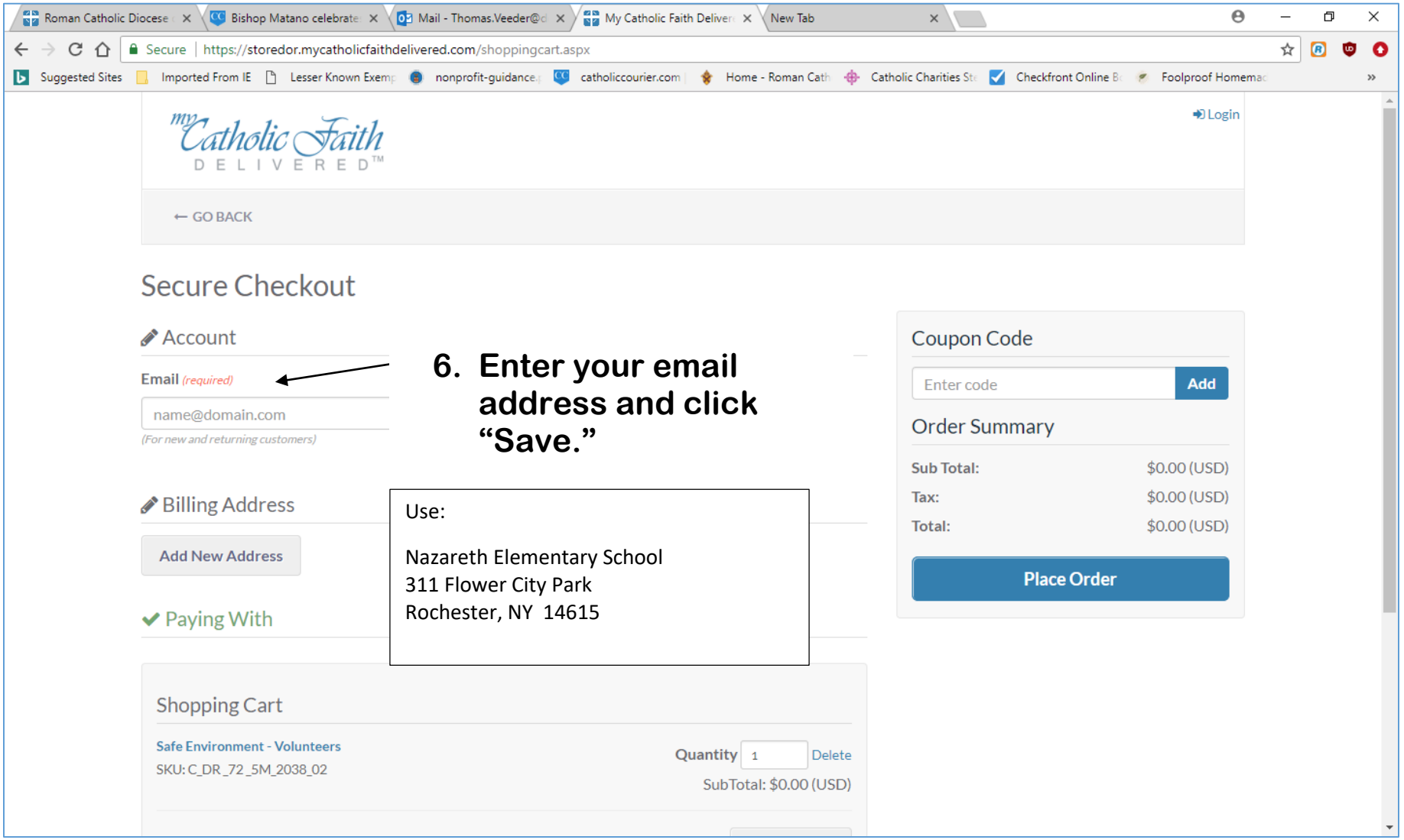


3. Scroll down to select the English or Spanish version and click “Register Now.”
4. Click “Add to Cart.”



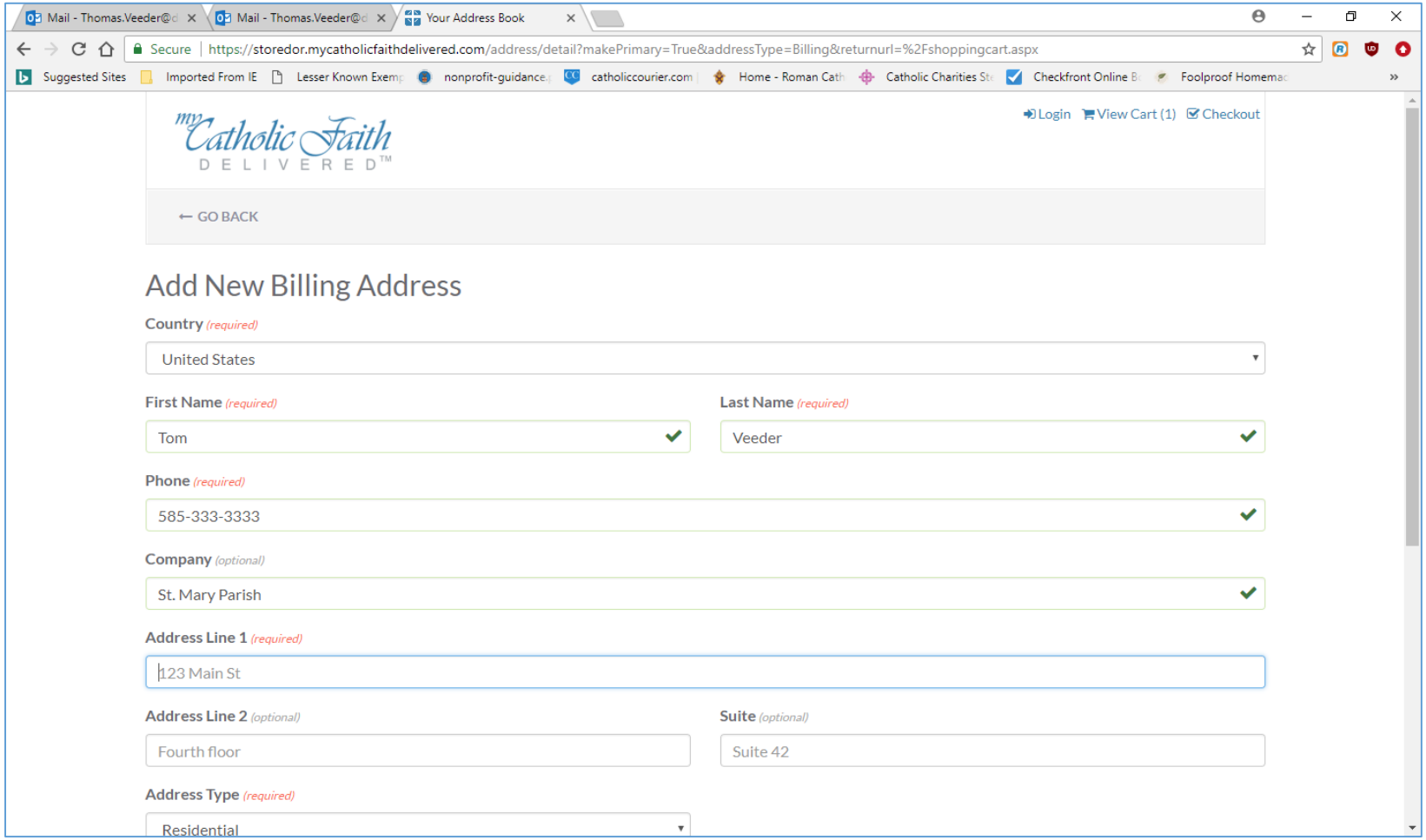
5. Click “Checkout.”



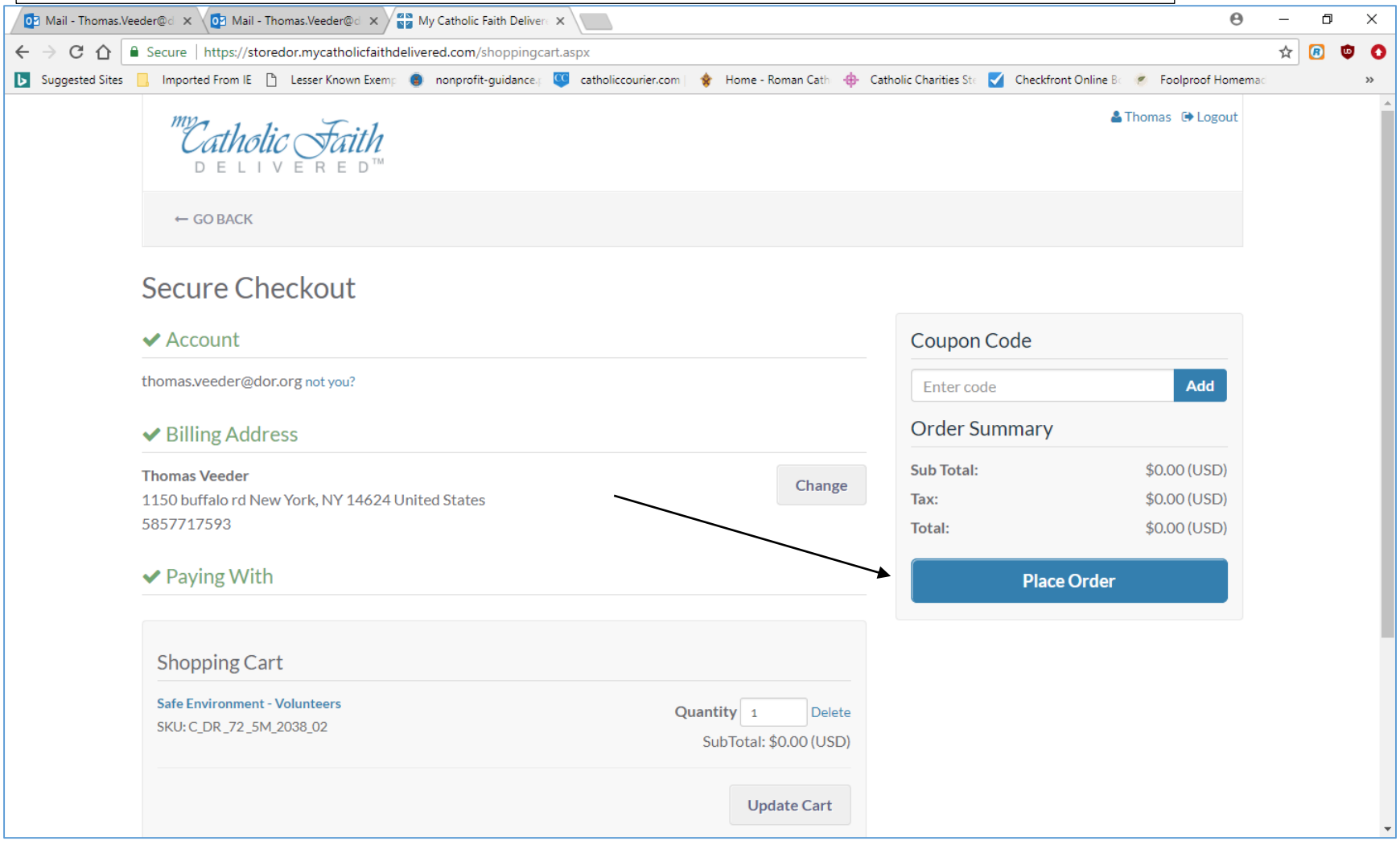


7. Enter a password and click "Create Account" if this is your first time. Your password must be between 8 and 20 characters. It must include at least one uppercase letter, one lowercase letter, one number, and one special symbol (# $ % ^ & * @ ! ~) are acceptable). *** Remember your password.

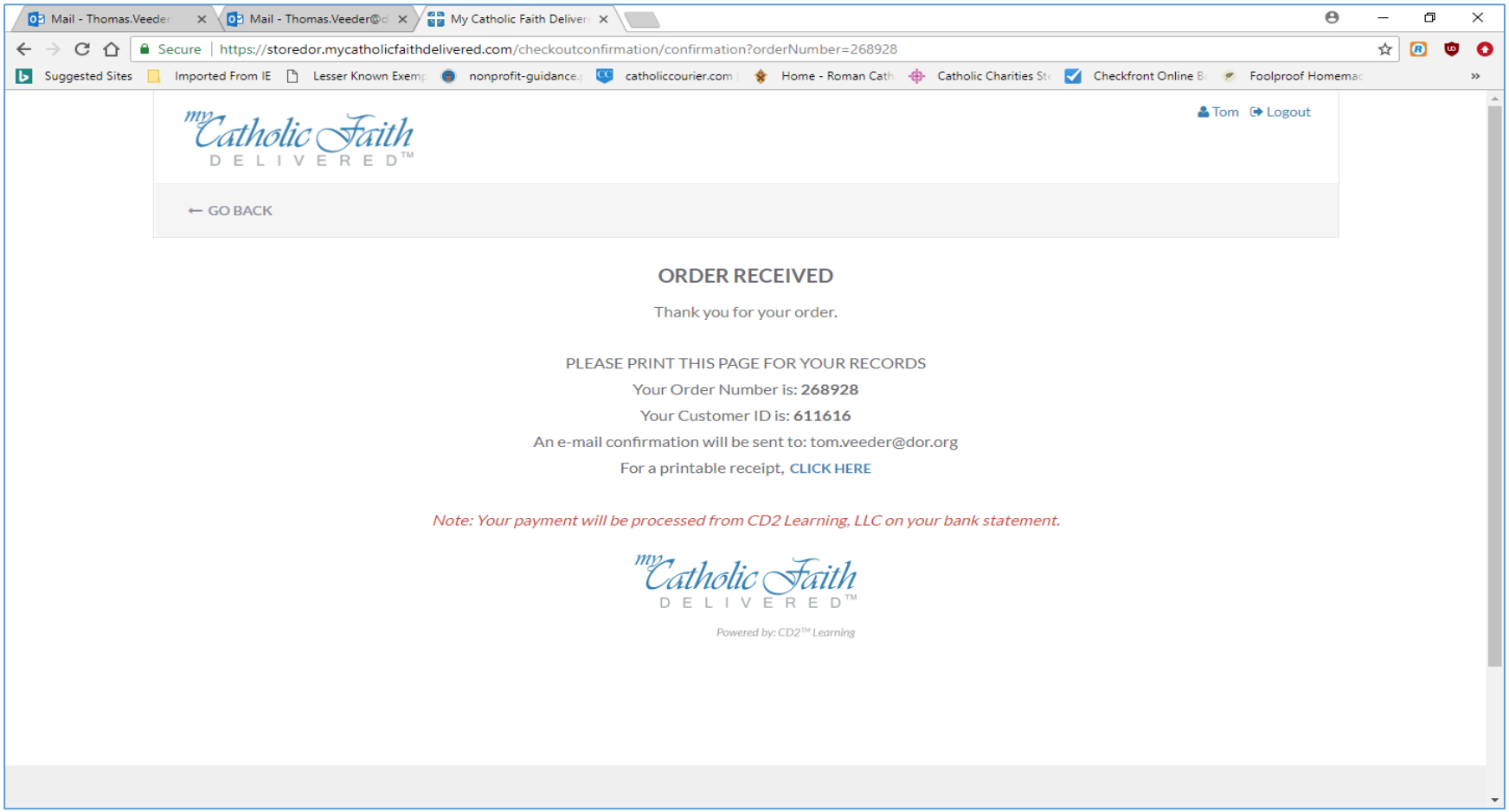
8. Click “Add New Address.”
   Enter your name and the address of your Parish/School/Ministry. Remember there will be no cost for this training. Use: Nazareth Elementary School
   311 Flower City Park
   Rochester, NY 14615



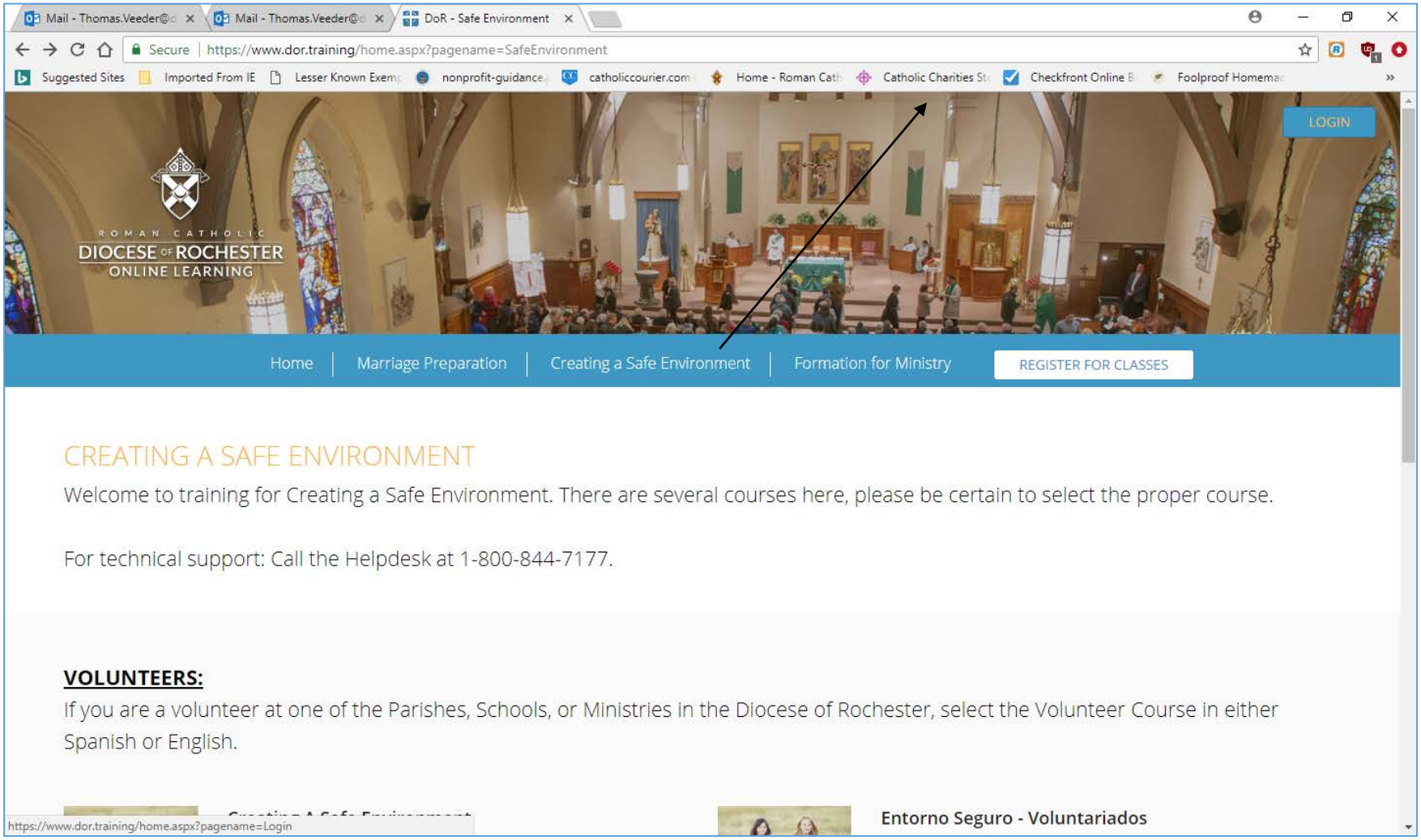
9. Click Place Order.
10. **Note: This setup is lengthy but you will only need to do it once.**

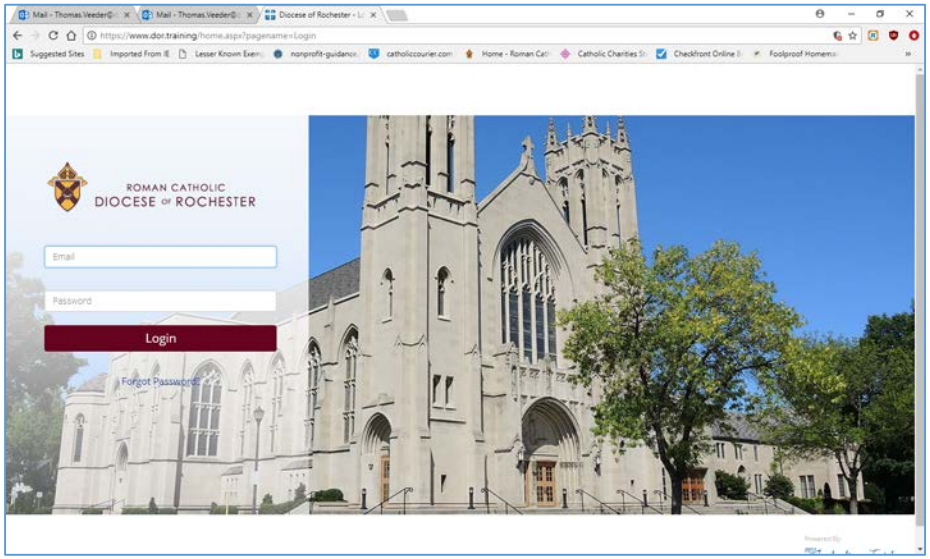


11. **You do not need to print the receipt since there is no cost. Some other trainings require payment. Safe Environment does not.**



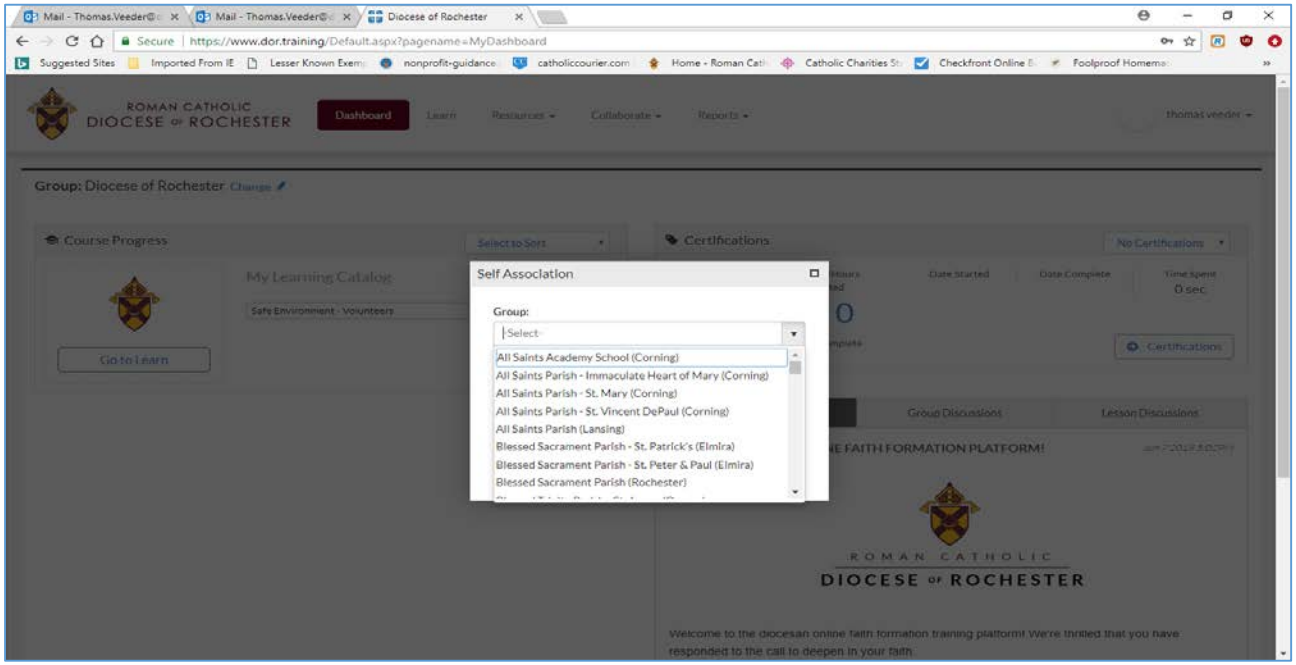
12. Close everything and open a new browser. **Do the following any time you want to re-enter your safe environment training.** Enter www.dor.training to get to the original screen.
13. Choose "Login" in the upper right corner to access your courses.


Mail - Thomas.Veeder@c
Mail - Thomas.Veeder@c
DoR - Safe Environment
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 St
Checkfront Online B
Foolproof Homemac
LOGIN
ROMAN CATHOLIC
DIOCESE OF ROCHESTER
ONLINE LEARNING
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.
Entorno Seguro - Voluntariados
https://www.dor.training/home.aspx?pagename=Login

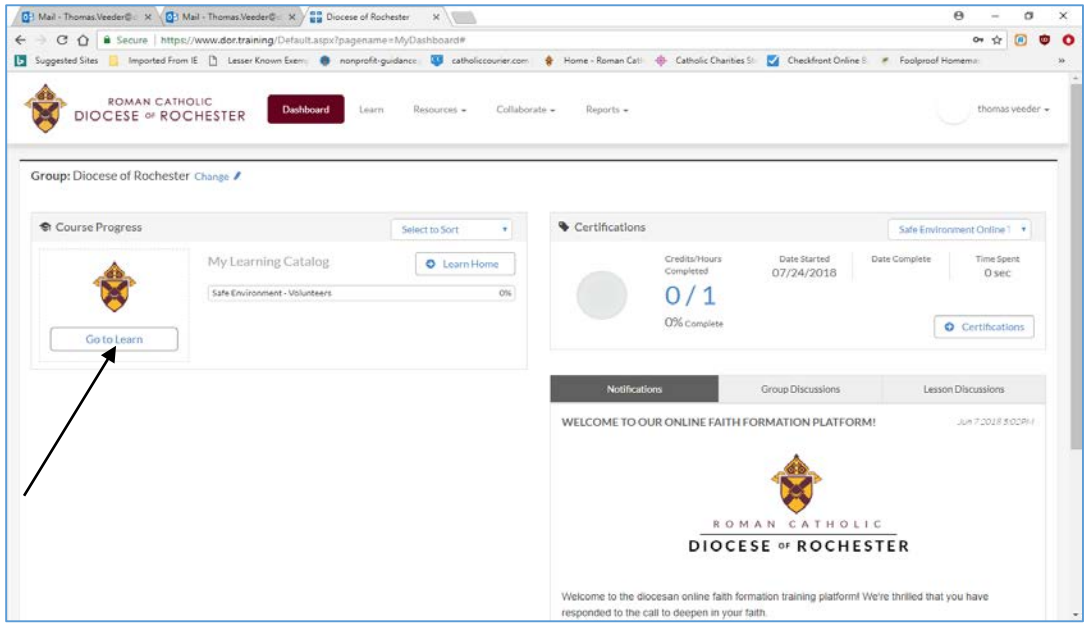


14. **Enter your email address and the password you just created.**

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!