



## ST. MICHAEL CATHOLIC CHURCH

Dear Parishioner:

Thank you for your service to our community! According to our records it is time for you to renew your training and/or complete a criminal background check as part of the Safe Environment program of the Diocese of Fort Worth. A new program called 'Safe & Sacred' will provide both the on-line training component and request your permissions to conduct a background check.

To renew your Safe Environment training on-line please follow these instructions:

### ACCESS THE SAFE & SACRED SYSTEM:

- Click on this URL <https://safeandsacred-fwdioc.org> or type it into your internet browser
- Click on the link that says "Forgotten your username or password?"

**Roman Catholic Diocese of Fort Worth**

Tech Support ▾ Log in Click for Live Help

### Log in

Username / email

Password

Remember username

Log in

[Forgotten your username or password?](#)

Cookies must be enabled in your browser

### Is this your first time here?

If you participated in the Diocese of Fort Worth's online training since July 2013, you may have an online learning account in this site. You will need to request a password reset using the "Forgotten your username or password?" option to the left in the log in box.

### Are you doing training for the first time?

Please click below to create an account.

Create new account



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- The screen below will appear.

A screenshot of a web page titled "Tech Support". The page has a dark blue header with "Tech Support" on the left, a magnifying glass icon and "Log in" in the center, and a speech bubble icon and "Click for Live Help" on the right. The main content area is white and contains the following text:

To reset your password, submit your username **OR** your email address below. If we can find you in the training system, an email will be sent to your email address, with instructions how to get access again.

You may also contact the technical support team using the Live Help chat button at the top of the page to contact technical support online.

Search by username

Username

**Search by email address**

Email address

- Move your cursor to the “Search by email address” box and type in the e-mail address that you used when you did the training previously.
- When your e-mail address is located, a message will be sent to you at that address. Follow the directions provided in that e-mail to log-in to Safe & Sacred.



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- Once you have logged back into ‘Safe & Sacred’ review your profile and make any necessary corrections. Complete any of the requested information fields.
- When choosing your “Training Position”, select ‘Catechist’ if you are involved in any educational ministry. Otherwise, select ‘Parish – Lay Volunteer’ as shown below:

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▼ My Ministry

Training Position\* Required

Institution\*

▼ Security Question

Select a Security Question\*

Answer to Security Question\*

▼ Site policy agreement

Choose...

Choose...

Catechist

Catholic Center - Lay Staff

Catholic Center - Lay Volunteers

Clergy - Deacon

Clergy - Priest

Deacon Candidate

Drivers

Finance - Bookkeeping

Individuals Doing Business

Ministry Leaders - Young Adult and Youth

Money Counters

Parish - Lay Staff

Parish - Lay Volunteer

Religious Education

Religious Men

Religious Women

Safe Environment Coordinators

School - Lay Staff

School - Lay Teacher

### BACKGROUND CHECK AUTHORIZATION:

- After you have logged back into ‘Safe & Sacred’, IF it is necessary to renew your background check, a new screen will open with the “Screening One” logo.



- Here you are asked to authorize a background check. Please do so by typing in your name under “Option 1”. *If you choose Option 2 on the background check screen, you must print out the form, sign by hand, and physically deliver by mail or in person to the Catholic Diocese of Fort Worth. Choosing Option 2 may delay your application.*
- On the next screen, please click the box to acknowledge that you have read, and understand the document called “A Summary of Your Rights under the Fair Credit Reporting Act”. Then click the “Continue” button.



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- A form called “Authorization for Release of Information” will open. This form is required by the Diocese of Fort Worth. Please complete the form and type in your name on the “Signature” line.
- On the next screen, please click the box to acknowledge that you have read and understand the “Disclosure Regarding Background Investigation”. Then click the “Continue” button.
- At this point, an “Application Summary” screen will appear. Carefully review your information for accuracy. If you would like to make changes, click “Edit” next to an item. When you are finished click the “Submit” button.
- A Confirmation screen will appear that will provide you with a confirmation number (in the text box).
- If you would like, you may print the Confirmation page and/or the Authorization page by clicking on the “Print Confirmation” button or “Print Authorization” button.
- When you are finished, please close this browser tab or window so that you may continue on with the Safe and Sacred program.

### TRAINING MODULES:

- Return to the browser tab or window with the Safe & Sacred program.
- A screen will now appear called “Serving Vulnerable Populations”. On this screen you have the option of watching a brief tutorial on how to navigate the training section, or you can select the green “Go” button and proceed directly to the training.
- The lessons that are listed under the “Go” button on the right side of the screen are the training modules you will be completing to satisfy your Safe Environment training for a three-year period.
- Complete the required quizzes at the end of each module. You must score at least 90% to move forward. If you do not score at least 90% on your first attempt, return to the module to repeat the session and take another quiz.
- After you complete the training modules and quizzes, you will receive a message stating “Congratulations, you have completed the training”. **However, do NOT exit the program yet!** There’s one more step!
- Please click on the button at the bottom of the screen to proceed to the Code of Conduct screen.

### CODE OF CONDUCT:

- On this screen, click the box to acknowledge that you have read and understand the Diocese of Fort Worth “Code of Conduct”. Then click the “Continue” button.
- You must agree to the Code of Conduct for your Training to be complete. If you do not indicate your agreement to the Code of Conduct, your Certificate of Completion will not be issued.



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- After you complete the training modules and quizzes, and after your background check has finished processing, you will receive an e-mail stating that your training Certificate of Completion has been issued. In some rare cases, the background check will return at the same time you complete the training modules. If this happens, your certificate will appear on the screen and you may print a copy if you wish.

If you have any questions or problems, please contact Annette Lee, Safe Environment Coordinator, at 817-510-2718 or [alee@smcchurch.org](mailto:alee@smcchurch.org).

Thank you for completing the Safe Environment Program of the Diocese of Fort Worth and your service to St. Michael parish!