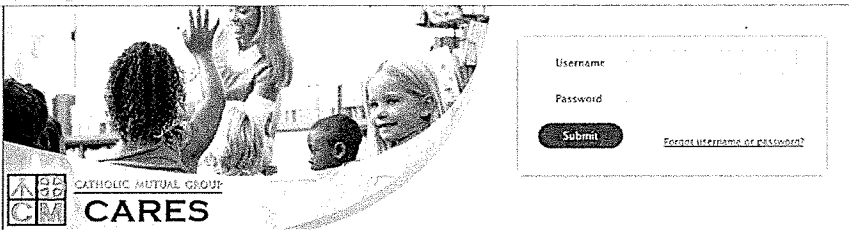


Catholic Mutual Safe Environment Solutions Archdiocese of Omaha – Safe Environment Training End-User Account Set-Up Instructions

Account Set-Up:

1. Please read the instructions below. This document contains instructions for setting up your safe environment account. If you have already read these, please scroll down to the link at the bottom. **The screen prints are samples only – these will help during your account set-up, background check authorization, and accessing the training modules.** The site can also be accessed at www.in2vate.com/catholicmutualse. Compatible browsers include Internet Explorer 9 or higher, Chrome, and Safari. Training is not compatible with portable devices such as iPods, tablets or smart phones at this time. If you view the required documents on one of these devices, you will not be able to answer the questions at the end and will not get credit for completion.
2. The Archdiocese of Omaha **REQUIRES** a background check – Make sure you have the following documents accessible: social security number, address and telephone number.
3. You will be able to self-register on this landing page. Click on **“Create An Account”**. If you already have an account, login and proceed to step #9.



Catholic Mutual Group: Safe Environment Solutions
Looking for the Defensive Driving Online Training? [Click here](#)

[Create An Account](#)

Welcome to the Risk Management online Safe Environment training area. Catholic Mutual has been practicing Enterprise Risk Management (ERM) since the mid-1980's. Our ERM, combined with unparalleled risk resources, make us the premier provider of risk management to Catholic parishes, schools, Catholic Charities and other Catholic institutions. We take our promise to be there for our members in times of need, and in-between times, very seriously. We are a trusted partner because we have actual, proven solutions in place and ready to go to manage the property and liability exposures of the Church.

- [en Español](#)
- [User Instructions](#)
- [Need Assistance?](#)

As the only coverage provider listed in the Official Catholic Directory, we fully understand the hierarchy of the Church. We are directly involved in servicing Church organizations such as parishes, schools and Catholic Charities, to meet their goals and objectives, while always keeping our members' big picture in

Create your account

- Username
- Password
- Confirm Password
- First name
- Middle name
- Last name
- Email
- Organization

Submit

Choose your organization

- Charlotte, Diocese of
- CM - Safe Environment (demo) DO NOT CHOOSE
- Duluth, MN, Diocese of
- Hamilton, Diocese of
- Milwaukee, WI, Archdiocese of
- Nashville, TN Diocese of
- Omaha, NE, Archdiocese of
- Rapid City, SD, Diocese of
- Santa Rosa, CA, Diocese of
- Sioux Falls, SD, Diocese of

4. Complete the requested information, noting the following:
 - Because every user across the entire in2vate system must have a unique User Name, we recommend that you use your complete email address.
 - Create a password that is at least 6 characters long.
 - You are able to change your password at any time by clicking “Update My Account” in the upper right-hand corner of the screen. Type your new password and hit “save”.
 - If you do not have an email account, choose a highly unique User Name and enter noaddress@example.com in the Email area.
5. Select your Organization (Archdiocese of Omaha) and click ‘Submit’.

6. Next you will select:

- Primary location (parish or school)
- Profile – Either Initial Trainee or Recertification
- Role

Locations Profiles and Roles

Location: Choose your location

Profile: Choose your certification status

Role:

- Candidate for Ordination
- Deacon
- Educator
- Employee
- Priest
- Volunteer

[What is my role?](#)

Locations Profiles and Roles

Location: Choose your location

Profile: **Initial Trainee**

Role:

- Candidate for Ordination
- Deacon
- Educator
- Employee
- Priest
- Volunteer

[What is my role?](#)

Role:

- Candidate for Ordination
- Deacon
- Educator
- Employee
- Priest
- Religious Ed
- Volunteer

[What is my role?](#)

- **Priests/Deacons** – Religious order or diocesan priests/deacons in active or supply ministry (including "retired" clerics who continue to celebrate occasional sacraments), including diocesan priests/deacons who are living outside of the diocese.
- **Candidates for Ordination** – All men in formation, including seminarians and those preparing for the permanent diaconate;
- **Educators** – Paid teachers, principals, and administrators in diocesan/eparchial and parish schools
- **Employees** – Paid persons (other than priests/deacons or educators). This includes any individual employed by and working directly for the diocese/eparchy or parishes/schools. Examples include central office/chancery/pastoral center personnel, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc.
- **Volunteers** – Unpaid persons who actively assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

7. Your organization **REQUIRES** a background check. You will need to read and acknowledge the next two screens. These describe how your personal information is protected and authorizing consent for the background screening. You are able to download and print a copy of the consent form.

How We Protect the Information We Collect

You are about to enter sensitive personal information for the purpose of a background screening in connection with your employment or your serving as a volunteer. The personal data you are about to enter is protected at two levels, at the in2vate website level where you enter the information and within the in2vate technology-based platform level where the data is transmitted and/or stored. Protection at the in2vate website level is through 128-bit Secure Sockets Layer encryption. Protection at the technology-based platform level is through 256-bit (AES) encryption. Both security mechanisms are commonly used in connection with financial transactions.

OK

Archdiocese of Omaha Background Consent Form

Notice: This is to inform you that an investigative report is being obtained from a reporting agency for the purpose of evaluating you for your eligibility as a volunteer or for your employment, assignment, reassignment, or retention as an employee.

This report may contain information from public record sources bearing on your character, general reputation, personal characteristics, or mode of living. You may have a right to request additional procedures regarding the nature and scope of this investigation.

I authorize the release of my criminal conviction record information to the Archdiocese of Omaha and its parishes or schools for purposes of screening and decisions regarding volunteer or paid ministry and/or employment. I do authorize release of requested information that is effective for a period of six (6) months from the date that I accept. I also waive the requirement for a signed release from any present or former employer who may provide information based upon this authorized request. I understand this authorization is to be part of my file.

I understand that the release of the information in my background check may need to include specific persons in the Archdiocese of Omaha, and the parish, school or program exercising the director, supervisor, or coordinator of the employee or volunteer function. I should that be necessary, I will read and hold in confidence these persons and the proceeds of this discussion about me from any facility who has access to the knowledge or review of such information.

I acknowledge that I have been given the opportunity to print or receive a copy of this information.

Background Check Consent

I give my permission for a background check to be run.

Submit

Archdiocese Consent Document

8. You will be asked to enter personal data that is required for the background screen.

Background Check Data

Date of birth: month, day, year

Social Security number

Driver's license number

Driver's license state

Address

City

State

Zip Code

Primary Phone

Submit

- The Archdiocese of Omaha page will show you what requirements are still pending. If you completed the background check process as required, this box will already have a green check mark. The links will take you directly to any area that is still pending.

My Arch/Diocese Adults' Training Smarter Adults Reporting Abuse

My Arch/Diocese


You are making progress!

- Message from the Arch/Diocese
- News
- Arch/Diocesan Information
- Important Contacts

- You have successfully completed the required document: Archdiocese of Omaha Background Consent Form
- You have not yet completed the online training module/document: [Archdiocese of Omaha Policies](#)
- You have not yet pre-registered for the live training: [Safe Environment Training - Urban](#)

- You can click the green 'Start' to launch the program.

Online Training Modules

 **Archdiocese of Omaha Policies**
Assigned: 01/26/2015
Due: 02/09/2015

- The Archdiocese of Omaha requires initial safe environment training to be live. You can pre-register for upcoming 'Live' training sessions. For additional events, please review the Archdiocese calendar at www.archomaha.org.

- ★ Online Training Modules
- ★ Register for Live Training
- Training FAQ's
- My Training Report
- Safe Environment Assessments
- Message Center

Live Training:

Online training is the primary delivery mechanism for this safe environment program. Therefore, this functionality should not be used unless specifically instructed by your safe environment coordinator.

[Pre-register for an upcoming live training session.](#)

Have I Completed My Safe Environment Requirements?

12. A list of safe environment trainings will be available. Please select and 'Submit Registration'. The coordinator will be notified of your upcoming attendance.

Please choose the training session you would like to attend.



Safe Environment Training - Urban

Where: St Stephen Martyr Parish (OMAHA)

When: Monday, January 12, 2015
6:30 PM

Estimated time: 2 hrs 30 min

Spaces 75 of 75
remaining:

Wheelchair accessible: Yes

Submit Registration

* - If you did not provide an email address, you will not receive a confirmation email. Be sure to remember the user id and password you selected.

13. The system also allows you to update your password, learn more about reporting abuse, and resubmit your background check (if requested by the Archdiocese).



CATHOLIC MUTUAL GROUP

CARES

[Update My Account | Logout](#)

Update My Account | Logout

[My Arch/Diocese](#) [Adults' Training](#) [Smarter Adults](#) [Reporting Abuse](#)

My Arch/Diocese

- Message from the Arch/Diocese
- News
- Arch/Diocesan Information
- Important Contacts

You are making progress!



You have successfully completed the required document: Archdiocese of Omaha Background Consent Form



You have not yet completed the online training module/document: [Archdiocese of Omaha](#)

[Policies](#)

The completion of the Code of Conduct, Registration and Notification acknowledgement, pre-registration for a live session and/or recertification training will be available to your parish system administrator.

**Please Click [HERE](#) to Continue to the
Self-Registration Area**

Please contact in2vate at 1-800-205-5262 for technical questions, web assistance, or site functionality.