DIOCESE OF PITTSBURGH REQUIREMENTS

The Diocese of Pittsburgh requires all adults (18 and older) who come in contact with children in the course of their ministry to comply with several regulations. Those who must comply include Good Shepherd catechists, aides, and hall monitors; middle school and high school catechists, Core Team members, chaperones, drivers; Vacation Bible School volunteers; lectors; ushers; music ministry; Eucharistic ministers; and Appalachia work campers.

Here are the necessary steps for meeting these requirements:

1. Enter the ***Diocesan Database*** (www.diopitt.org). The "DATABASE APPLICATION" icon is on the left side of the web page. **The password is "Protect."** (Additional instructions found below.) Complete this form, including reading and verifying that you have read the booklets *Code of PastoralConduct* and *Reporting of Child Abuse*, and submit it electronically.

    Submitting this form online automatically begins your application for a Criminal Clearance. Safe Environment staff (Jeanette Pappert and Barbara Matera) will in most cases have access to your Criminal Clearance the same day.

2. Fill out the ***Child Abuse Clearance*** form (attached) and return to Barbara Matera's mailbox in the Religious Ed Building hallway next to Conference Room A or staff mailbox in the parish offices. She will mail it to Harrisburg with the necessary fee (paid for by St. John Neumann). If you are willing to have the Child Abuse report sent directly to St. John Neumann, fill out, sign and return the ***Consent/ Release of Information Authorization Form***. It usually takes two to three weeks for us to receive the clearance, and we will notify you when we receive it.

    If you are not willing to have the report sent to SJN, it will arrive by U.S. Mail at your home. After receipt, please return it to Barbara.

    We will be happy to make a copy of both clearances for you, if you request.

3. Attend a "***Protecting God's Children***" child sexual abuse awareness workshop (a one-time 2-3 hour session with videos and discussion). Check the SJN bulletin or go online at www.virtus.org to learn about workshops offered at SJN and other parishes.

PROCEDURE FOR SIGNING ON DIOCESE OF PITTSBURGH DATABASE:

1. Log on to the website for the Diocese of Pittsburgh at www.diopitt.org
2. Scroll down the left hand side of the home page to the "Diocese of Pittsburgh Database Application" box. Click on this box and it will take you to the application login.
3. At the top of the login page, click on the underlined "click here" where it says, "If you do not have a user ID and password, please click here to register."
4. You will now be at the "New User Registration" screen, and all fields under this will require entry except for the email address.
5. When asked to enter a "Primary Site" where you will volunteer, choose "Pittsburgh – St. John Neumann Catechetical Program" if you are helping with any aspect of religious education, *or* "Pittsburgh – St. John Neumann Parish" for everything else.
6. The "Type of Application" requires you to check whether you are an employee or volunteer.
7. The "User ID" field requires that you enter your own password for access to your application. The bottom of this screen explains the requirement of a User ID. The "Password" field is similar, and you will be asked to type it in twice.
8. This will take you to the "access code field" where you enter the **diocesan password "Protect."**
9. In the "First Name" and "Last Name" fields, type in your names ***as it appears on your driver's license***. In the "Date of Birth" field, type your date of birth in the mm/dd/yyyy format. You will be asked to type it in twice.
10. Write down your User ID and Password for future reference, and click the "Register" button. You should receive a message that you have successfully registered.
11. Then, click on the underlined link where it says, "Please click here to login and continue your application."
12. At the Login Page enter your User ID and Password, and click "Login." This will take you to the "Application Screen" for you to fill out your application.