

## **ADULT TRAINING: HOW TO SIGN UP**

Go To: shieldthevulnerable.org





## Round Button for Adults



- 1. click "Pick Type" of your organization from dropdown list
- 2. click "Select" your location from dropdown list
- 3. click "Confirm" button if both above selections are correct



**User/Login Tab:** fill in the requested information and create your own login. Only one person can be named on the registration. It's also important to provide a valid email address — if you have one.

**NOTE:** please write down your ID and Password in case you need to log in again.

User Login Data

Diocesan Affiliation

Summary/Confirm

**Diocesan Affiliation Tab:** you MUST identify your status. You may identify yourself as an employee (includes vendor/contractor), volunteer, or parent. Then identify which parish, school or other type of location at which you work or volunteer. Finally, identify your position at the organization.

User Login Data

Diocesan Affiliation

Summary Confirm

License: ○ Accept
○ Reject

Summary Tab: review your registration and if
correct and you "Accept" the license to use the
training, click the "Confirm Signup" button.

Cancel

Confirm Signup ▶

Depending on your position, you may be required to do an electronic background check or be fingerprinted (LiveScan). For either, you must complete a form and sign (electronically) an authorization to permit the organization to conduct such a check. Once complete the form, it will take you to the "My Courses" page to start your training.



8 Click "Start" button to open the "required" course. You may take other courses once you complete the required course.

