

FINGERPRINTS & SAFE ENVIRONMENT TRAINING

DIRECTIONS

STEP ONE (Registration for Fingerprints)

1. Go to www.Orlandodiocese.org
2. Click on Safe Environment tab on the right hand side
3. Choose language
4. Complete the process of registering for your Fingerprinting appointment.
5. Must choose : ***Our Lady of Lourdes School*** for site, ***Daytona Beach*** for city and ***Volunteer***

STEP TWO (Safe Environment Training)

***TRAINING MUST BE COMPLETED BEFORE YOUR FINGERPRINT APPOINTMENT ***

1. Go to www.Orlandodiocese.org
2. Click on Safe Environment tab on the right side
3. Choose language
4. Click on Safe Environment Training box (3rd box from left)
5. Click on blue wording "***Register and Begin Safe Environment Training***"
6. Follow instructions to complete Registration Form
 - Enter First and Last name
 - Enter valid email address that you want your test score emailed to
 - Make up a user name (Example: jsmith) then write it down; you will use it again
 - Create a password, then write it down; you will use it again
 - Type in your password one more time
 - Enter in the last 4 digits of your Social Security Number
 - Enter name of your location : ***OUR LADY OF LOURDES SCHOOL***
 - Click on the button ***Register***
7. Log in with your user name and password created in registration
8. Select language to conduct the training
9. Watch video
10. Click on the arrow on the lower right corner of screen to see first question and to begin test. Only one question will appear at a time. Click on arrow button again to see the next question
11. If you pass the test, print your certificate and make a copy for your records and bring a copy to the **school office**.
12. If you fail the test, you may watch the video again and retake the test.