

Safe Environment Online Training

safeandsacred-htdioocese.org

- Use your existing account. Do not create a new one.
 - Click on "Forgotten Username or Password?" if needed.
 - The first screen will read: Welcome! Are you ready to begin the background check process? Click Continue.
- Note: Volunteers use the same background screening process as Employees.
- For assistance with your account contact Safe and Sacred or the Safe Environment Coordinator at your location (Diocesan Church, School, or Entity).
 - Safe and Sacred:

888-804-9643 (Leave your account name and email address in your voicemail message.)
techsupport@safeandsacred.org

Live Help is available when you are logged into your account

Training Course Steps:

- Nationwide Background Check (May take up to two weeks to process)
 - Update Account Profile
 - Provide References (New employees/ New volunteers)
 - Self-reporting Questionnaire
 - Safe Environment Training Courses
 - Code of Professional Conduct
 - Certificate issued (after all steps are complete)
- Contact your location (Church, School, or Entity) if you need further assistance.



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HOUMA * THIBODAUX

Office of Child and Youth Protection
htdioocese.org/safe-environment (985) 850-3140

Mandated Reporting & Safe Environment Training



promise to **protect**
pledge to **heal**



Working to keep our children safe.

Safe Environment Training 2021-2024

Existing Accounts:

- ⇒ Go to: <https://safeandsacred-htdiocese.org>
- ⇒ **Use your existing account. Do not create a new one.** Click on "Forgotten Username or Password?" if needed.
- ⇒ You will be prompted to begin your Background Check when logged in. (The screen will say: *Welcome! Are you ready to begin the background check process?* Choose Continue.
- ⇒ For assistance with your account contact **Safe and Sacred** or the **Safe Environment Coordinator** at your location (Diocesan Church, School, or Entity).
- ⇒ **Safe and Sacred:**
 - **888-804-9643** (Leave your account name and email address in your voicemail message.)
 - **techsupport@safeandsacred.org**
 - **Live Help** is available when you are logged into your account

Training Course Steps:

- ⇒ Update Account Profile
- ⇒ Nationwide Background Check (may take up to two weeks to process)
- ⇒ References (New employees/volunteers only)
- ⇒ Self-reporting Questionnaire
- ⇒ Safe Environment Training Courses
- ⇒ Code of Professional Conduct
- ⇒ Certificate issued (after all steps are completed, including your background check)

New Accounts:

Go to: <https://safeandsacred-htdiocese.org>

Click the **Create new account** button to register.

Complete ALL information on the registration page.

Click the **Create my new account** button to create your account. Please keep track of your login email, name, and password.

Click the **Continue** button to confirm your account and enter the training site. You will be prompted to begin your Background Check when logged in. (The screen will say: *Welcome! Are you ready to begin the background check process?*) Choose **Continue.** Nationwide Background Check (may take up to two weeks to process)

Training Course Steps:

- ⇒ When asked for references please provide 3 names and contact info.
- ⇒ Complete Self-reporting Questionnaire
- ⇒ Complete Safe Environment Training 2021-2024 Course
- ⇒ Complete Code of Professional Conduct
- ⇒ Certificate issued- (after ALL steps are completed, including your background check and references verification.) Once you receive an email that your certificate has been issued, you do not need to print one for the school or church office.

QUESTIONS: Contact-**Scarlet Angelette, Safe Environment Coordinator**

St. Genevieve Church and School

985-446-5571 or stgenevievechurch@htdiocese.org