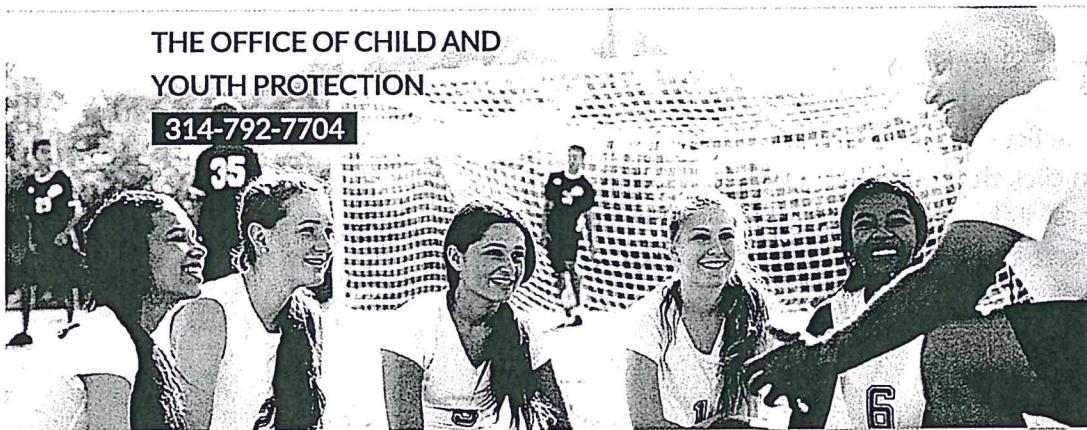




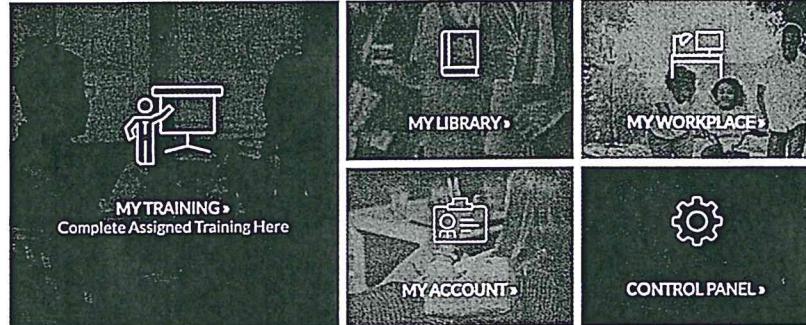
THE OFFICE OF CHILD AND YOUTH PROTECTION

314-792-7704



Accessing the Control Panel

As a Child Safety Coordinator, you have access to functions not available to general users. Access these functions by clicking the CONTROL PANEL box on the main page.



From here you can manage your volunteers and employees, run your master list, view volunteer/employee service restrictions, access documents, and request a Protecting God's Children workshop for your location.



My Organization

My Workplace

Training

Users

Profiles

Reports

Request a Protecting God's Children Workshop

CONTROL PANEL

Control Panel allows you to control your information. Choose from any of the Control Panel links.

- [My Organization](#)
- [My Workplace](#)
- [Training](#)
- [Users](#)
- [Profiles](#)
- [Reports](#)
- [Request a Protecting God's Children Workshop](#)

Managing an Approved Individual's Information

[My Organization](#)[My Workplace](#)[Training](#)[Users](#)[Profiles](#)[Reports](#)[Request a Protecting God's Children Workshop](#)

Under the CONTROL PANEL, click "Users" in the gray toolbar or in the list of links, and then click the "Add/Edit Users" link on the USERS screen.

USERS

The Users function permits you to approve pending users (users who self-registered), recruit new users (a request from you for employees or agents to self register), add new users (where you add the user versus the user registering him or herself), edit user information or delete users (pending or approved users). Click on any of the functions below to learn how this valuable resource works.

Add/Edit Users

- [View Approved Pending Users](#)
- [Recruit New Users](#)
- [Update Organization Users' States](#)
- [View Background Checks](#)
- [User Signature Documents](#)

The name of your parish/school/agency will be displayed. Check the yes/no radio buttons for "Approved Only?" and "Active?" and click the FILTER button to see approved active users, approved and pending active users, approved inactive users, as well as those who are inactive and still pending. Examples of results are below.

You may also search for a specific user by clicking that link and entering the appropriate search information.

Click "edit" to mark a user as active/inactive or to update contact information. Do not click the DELETE button.

Approved Only?: Yes No

Only show users that have been approved?

Active?: Yes No[Search for Specific User\(s\)](#)

(1 - 2) of 2 records

[User Manager](#) [[Add New User](#)]ABCDEF~~GHIJKLMNOPQRSTUVWXYZ~~All

USERNAME	FIRSTNAME	LASTNAME	SITEADMIN?	ACTIVE?	edit	DELETE
childssafetytina	Childssafetytina	Childssafetytina	Yes	Yes	edit	DELETE
tinasteck	Christina	Steck	No	Yes	edit	DELETE

People who would be on your master list

[FILTER](#)**Approved Only?:** Yes No

Only show users that have been approved?

Active?: Yes No[Search for Specific User\(s\)](#)

(1 - 3) of 3 records

[User Manager](#) [[Add New User](#)]ABCDEF~~GHIJKLMNOPQRSTUVWXYZ~~All

USERNAME	FIRSTNAME	LASTNAME	SITEADMIN?	APPROVED?	ACTIVE?	edit	DELETE
childssafetytina	Childssafetytina	Childssafetytina	Yes	Yes	Yes	edit	DELETE
tinasteck	Christina	Steck	No	Yes	Yes	edit	DELETE
sharpe95	Cynthia	Wayland	No	No	Yes	edit	DELETE

Master list plus pending individuals

Approved Only?: Yes No

Only show users that have been approved?

Active?: Yes No[Search for Specific User\(s\)](#)

0 records

[User Manager](#) [[Add New User](#)]ABCDEF~~GHIJKLMNOPQRSTUVWXYZ~~All

(No User Records)

People who are approved to volunteer but are inactive

Approved Only?: Yes No

Only show users that have been approved?

Active?: Yes No[Search for Specific User\(s\)](#)

(1 - 2) of 2 records

[User Manager](#) [[Add New User](#)]ABCDEF~~GHIJKLMNOPQRSTUVWXYZ~~All

USERNAME	FIRSTNAME	LASTNAME	SITEADMIN?	APPROVED?	ACTIVE?	edit	DELETE
AnitaSteck	Anita	Steck	No	No	No	edit	DELETE
DavidSteck	David	Steck	No	No	No	edit	DELETE

People who have abandoned the compliance process

Requesting a Protecting God's Children Workshop

To request a Protecting God's Children workshop at your location, click on "Request a Protecting God's Children Workshop" either in the toolbar or list of links under the CONTROL PANEL options.

My Organization

My Workplace

Training

Users

Profiles

Reports

Request a Protecting God's Children Workshop

CONTROL PANEL

Control Panel allows you to control your information. Choose from any of the Control Panel links.

- [My Organization](#)
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- [Training](#)
- [Users](#)
- [Profiles](#)
- [Reports](#)
- [Request a Protecting God's Children Workshop](#)

Please be aware that sign in sheets and evaluations need to be mailed within 24 hours of hosting workshop to:

Cardinal Rigali Center
20 Archbishop May Dr
St. Louis, MO 63119

ATTENTION: OFFICE OF CHILD AND YOUTH PROTECTION

Name*: Tina Steck

Email*: tinasteck@archstl.org

Location*: Cure of Ars

Position*: Child Safety Coordinator

Date of Workshop*: 11/12/2019 (mm/dd/yyyy)

Time of Workshop*: 5:00 PM

Room Location*: Msgr. Good Hall

Do you have a facilitator?:
 Yes No
If we provide a facilitator your workshop needs to be open to the public.
Someone needs to be present at the workshop to take care of electronics and paperwork.

Name of facilitator*: Tina Steck

How many people can you accommodate?: 50

Do you want your email/phone number posted on the website?:
 Yes No

Special Instructions:

SCHEDULE IT!

PROTECTING GOD'S CHILDREN FOR ADULTS WORKSHOP REQUESTED

Sent Notice: "Live Training Request".

Your request to host a Protecting God's Children for Adults workshop has been successfully submitted. You will receive an email with further instructions.

To view your pending users,
click the number in the "Pending" column.

COMPLIANCE REPORT

Organization	Approved	Pending
Cure of Ars Parish	2	1

[Download to Excel](#)

UNAPPROVED USERS

[Return to Compliance Report](#)

[Return to Users](#)

Organization:
Cure of Ars Parish

FILTER

Approved	Who	Approval Details	Training			Code of Conduct	Background Check Received	Associated User?
			"Protecting God's Children"	"Mandated Reporter"	"Code of Conduct"			
	Wayland, Cynthia (regiment95@gmail.com)		September 20, 2004	(incomplete) Add Training	(incomplete) Add Training	(incomplete) sign for user	November 7, 2019 <u>Passed</u>	

SUBMIT APPROVALS

A new feature is the **Restrictions Report** which allows you to see all users at your location who have a restriction placed on their service and when it expires, if applicable.

Under the
CONTROL PANEL,
click "Reports" in
the gray toolbar or
in the list of links,
and then click the
"Restrictions" link
on the REPORTS
screen.

My Organization My Workplace Training Users Profiles Reports

Request a Protecting God's Children Workshop

REPORTS

Use this function to view usage of your site.

- [Site Usage](#)
- [Compliance](#)
- **Restrictions**
- [Training Usage](#)

APPROVED USER RESTRICTIONS REPORT FOR CURE OF ARS PARISH

First Name	Last Name	Restriction	Driving Date	Notes
Employetina2	Employetina2	Driving-temporary	12/18/20	
Employetina3	Employetina3	Driving-temporary	9/23/20	

[Download to Excel](#)

Like the list of approved users, you may print this list from the screen or download it in Excel.

Viewing Your Master Report and New Restrictions Report

My Organization

My Workplace

Training

Users

Profiles

Reports

Under the CONTROL PANEL, click "Reports" in the gray toolbar or in the list of links, and then click the "Compliance" link on the REPORTS screen.

Request a Protecting God's Children Workshop

REPORTS

Use this function to view usage of your site.

- Site Usage
- Compliance
- Restrictions
- Training Usage

The name of your parish/school/agency will be displayed along with numbers in two columns: Approved (those in compliance) and Pending (those not yet in compliance). Click the number in the Approved column to view your current master list. Just as it is in the Virtus database, these reports will not include inactive users.

There is no need to download this particular chart in Excel.

COMPLIANCE REPORT

Organization	Approved	Pending
Cure of Ars Parish	2	1

[Download to Excel](#)

The resulting report is displayed below. You may print directly from this screen or download it as an Excel file. Since background screenings will now be automated, everyone listed as "Approved" for your location will be in compliance. Your employee and volunteer rosters will be audited against this list.

APPROVED USERS: CURE OF ARS PARISH

[Return to Compliance Report](#)

First Name	Last Name	Background Check Submitted	PGC Training	Mandated Reporter Training	Code of Conduct Training	Code of Ethics Signature
Childsafetytina	Childsafetytina	7/2/19	1/29/19	7/2/19	7/2/19	6/27/19
Christina	Steck	6/14/19	9/27/04	6/13/19	6/13/19	6/13/19

[DOWNLOAD TO EXCEL](#)



approved-users_Cure-of-Ars-Parish (2) - Excel

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT

Cut Copy Paste Format Painter Calibri 11 A A = Wrap Text General Conditional Formatting Table Normal Bad Neutral Calculation

Clipboard Font Alignment Number Styles

A1 : fx Cure of Ars Parish (11/7/19)

	A	B	C	D	E	F	G
1	Cure of Ars Parish (11/7/19)						
2							
3	First Name	Last Name	Background Check Submitted	PGC Training	Mandated Reporter Training	Code of Conduct Training	Code of Ethics Signature
4	Childsafetytina	Childsafetytina	7/2/19	1/29/19	7/2/19	7/2/19	6/27/19
5	Christina	Steck	6/14/19	9/27/04	6/13/19	6/13/19	6/13/19

(1 - 2) of 2 records

User Manager [Add New User]

ABCDEFHIJKLMNOPQRSTUVWXYZALL

USER NAME	FIRST NAME	LAST NAME	SITE ADMIN?	ACTIVE?	edit	DELETE
childsaftytina	Childsafetytina	Childsafetytina	Yes	Yes	edit	DELETE
tinasteck	Christina	Steck	No	Yes	edit	DELETE

Click "edit" in the resulting list to access the user's record (above). On the next screen (right) you can see what the user still needs to complete in order to be approved, mark the user as active/inactive, update contact information, send an email to reset a forgotten password, and more. When you have completed any updates, click the SUBMIT button at the bottom.

**In order to add/remove a person to/from your location,
please email our office as you currently do now.**

Edit User

- Register onto the site
- Submit New Background Check
- Complete "Protecting God's Children" training
- Complete "Mandated Reporter" training
- Complete "Code of Conduct" training
- Sign "Code of Conduct"

Approved without Restriction

[View Training History](#)

[View Latest Background Check](#)

States

[RESET PASSWORD EMAIL](#)

[UNSUBSCRIBE FROM ARTICLES NEWSLETTER](#)

* = required

User Name*:

childsaftytina

Password Hint:

mismo

User Active?:

Yes No

Managing A Protecting God's Children Workshop

To view and edit information regarding an upcoming PGC workshop, go to the CONTROL PANEL and click "Training" in the gray toolbar or in the list of links.

Then click the link for "Manage Live Training" on the TRAINING screen.

My Organization My Workplace **Training** Users Profiles Reports

[Request a Protecting God's Children Workshop](#)

TRAINING

The Training function permits you to approve other training of your registered users and to change the default settings for online training for your organization. Click on any of the functions below to learn how this valuable resource works.

- [Manage Live Training](#)
- [Training Settings](#)
- [Upload Policies for Training](#)
- [Adjust Training Notices](#)
- [Accept Other Training Records](#)
- [View Uploaded Training Spreadsheets](#)
- [Reports](#)

From here you can view who is attending, remove an attendee, cancel the workshop, or, if no one has registered yet, edit basic details such as time and room location.

To view who has registered for a PGC workshop, click the appropriate numbers in the ATTENDEES column. This will bring up the screen below.

LIVE TRAINING SESSIONS -- UPCOMING

[Live Training Classes](#)

[Live Training Locations](#)

[Past Sessions](#)

(1 - 53) of 53 records

Session Manager [Add New Session]

LIVE CLASS	LOCATION	DATE	TIME	ATTENDEES*	STATUS			
Protecting God's Children for Adults	Cardinal Rigali Center	11/07/2019	6:30 PM	1/75	open	attendance sheet	cancel session	edit
Protecting God's Children for Adults	Cardinal Rigali Center	11/26/2019	9:00 AM	1/75	open	attendance sheet	cancel session	edit
Protecting God's Children for Adults	Cardinal Rigali Center	12/11/2019	9:00 AM	3/75	open	attendance sheet	cancel session	edit
Protecting God's Children for Adults	Cardinal Rigali Center	12/17/2019	6:30 PM	0/75	open	attendance sheet	cancel session	edit

You can now see who has registered for the workshop.

Should you need to remove an attendee, check the box next to their name and click "Submit."

LIVE TRAINING REGISTRANTS -- PROTECTING GOD'S CHILDREN FOR ADULTS @ CARDINAL RIGALI CENTER (12/11/19 @ 9:00 AM)

[Return to Unapproved Users](#)

[Live Training Classes](#)

[Live Training Locations](#)

[Live Training Sessions](#)

To upload live training session attendees, upload an Excel spreadsheet using the [starter spreadsheet](#) as a guide. All registrants will be listed in the starter spreadsheet.

Attendee File:

[Choose File] No file chosen

UPLOAD ATTENDEES

(1 - 3) of 3 records

Registrant Manager [Add New Registrant]

REMOVE FROM LIST	LAST NAME	FIRST NAME	
<input type="checkbox"/>	Anotherfriday	Anotherfriday	edit
<input type="checkbox"/>	Dixon	Pamela	edit
<input checked="" type="checkbox"/>	Tinaagain	Tinaagain	edit

SUBMIT

To download an Excel spreadsheet of attendees with contact information, click the “attendance sheet” link. This will download a spreadsheet like the example below.

LIVE TRAINING SESSIONS -- UPCOMING

[Live Training Classes](#)

[Live Training Locations](#)

[Past Sessions](#)

(1 - 53) of 53 records

Session Manager [Add New Session]

LIVE CLASS	LOCATION	DATE	TIME	ATTENDEES*	STATUS			
Protecting God's Children for Adults	Cardinal Rigali Center	11/07/2019	6:30 PM	1 / 75	open	attendance sheet	cancel session	edit
Protecting God's Children for Adults	Cardinal Rigali Center	11/26/2019	9:00 AM	1 / 75	open	attendance sheet	cancel session	edit
Protecting God's Children for Adults	Cardinal Rigali Center	12/11/2019	9:00 AM	3 / 75	open	attendance sheet	cancel session	edit
Protecting God's Children for Adults	Cardinal Rigali Center	12/17/2019	6:30 PM	0 / 75	open	attendance sheet	cancel session	edit



Screenshot of an Excel spreadsheet titled "admin_training2_Invtr". The spreadsheet contains data for three individuals:

	A	B	C	D	E	F	G	H
1	Return to Unapproved Users							
2								
3	UserID	FirstName	LastName	Email	City	State	ZipCode	Phone
4	1646938	Anotherfriday	Anotherfriday	fake@notreal.com	St. Louis	MO	63119	3145555555
5	1652623	Tinaagalin	Tinaagalin	tinasteck@archstl.org	St. Louis	MO	63119	3147927837
6	1652624	Pamela	Dixon	notreal@email.com	Shrewsbury	MO	63119	6365555555
7								

Please note that you will still receive sign-in sheets from our office which must be distributed at the workshop, collected, and returned to us as quickly as possible. Once attendance sheets are received, we will approve the individuals as having attended the workshop.

To cancel a session, click “cancel session” and complete the reason for the cancellation on the next screen.

All registered attendees will receive an email to notify them of the cancellation.

LIVE TRAINING SESSIONS -- UPCOMING

[Live Training Classes](#)

[Live Training Locations](#)

[Past Sessions](#)

(1 - 53) of 53 records

Session Manager [Add New Session]

LIVE CLASS	LOCATION	DATE	TIME	ATTENDEES*	STATUS			
Protecting God's Children for Adults	Cardinal Rigali Center	11/07/2019	6:30 PM	1 / 75	open	attendance sheet	cancel session	edit
Protecting God's Children for Adults	Cardinal Rigali Center	11/26/2019	9:00 AM	1 / 75	open	attendance sheet	cancel session	edit
Protecting God's Children for Adults	Cardinal Rigali Center	12/11/2019	9:00 AM	3 / 75	open	attendance sheet	cancel session	edit
Protecting God's Children for Adults	Cardinal Rigali Center	12/17/2019	6:30 PM	0 / 75	open	attendance sheet	cancel session	edit

CANCEL LIVE TRAINING SESSION

You are canceling the following live training session:

Protecting God's Children for Adults

12/11/19 @ 09:00 AM

Cardinal Rigali Center

Reason for cancellation*:

Inclement weather conditions

CANCEL SESSION

Accessing Documents

You now have access to documents necessary to maintain a safe environment at your location.



DOCUMENT LIBRARY

Prevent and Protect St. Louis has provided documents for your review. Documents may be listed either singly or grouped in categories below the single documents. Click on a document or category to access.

Categories

- [Documents for those without computer access](#)
- [Articles](#)
- [Administration Library](#)

As we progress, our office will add articles and videos relating to the sexual abuse of minors and vulnerable adults. These are accessible by all system users.

The “Documents for those without computer access” and the “Administration Library” links are only visible to those with the assigned profiles of Child Safety Coordinator, PGC Facilitator, and Safe Touch Lead Teacher. (*If you are a Child Safety Coordinator and also a PGC or Safe Touch presenter, your profile will be Child Safety Coordinator.*)

DOCUMENT LIBRARY

Prevent and Protect St. Louis has provided documents for your review. Documents may be listed either singly or grouped in categories below the single documents. Click on a document or category to access.

DOCUMENTS FOR THOSE WITHOUT COMPUTER ACCESS

- [Background Screening Authorization for those without computer access](#)
- [Printed materials for the Reporting Child Abuse training module](#)
- [Printed materials for the Code of Ethical Conduct training module](#)
- [Printed copy of Code of Ethical Conduct](#)
- [Signature and Acknowledgement of Printed Materials for Compliance](#)

You will encounter those volunteers who are not comfortable with or do not have access to a computer and/or the Internet. Click the “Documents for those without computer access” link to print materials for these users. An individual will then complete the background screening authorization, review the printed materials for the two modules and Code of Ethical Conduct, and sign the acknowledgement page. **They will return the background screening authorization and signature page to you, and you will forward to our office.** We will create their account and record these requirements plus their PGC attendance before approving them and assigning to your location.

DOCUMENT LIBRARY

Prevent and Protect St. Louis has provided documents for your review. Documents may be listed either singly or grouped in categories below the single documents. Click on a document or category to access.

Categories

- [Documents for those without computer access](#)
- [Articles](#)
- [Administration Library](#)

Click the “Administration Library” link to access documents related to:

- PGC handouts
- Written PGC materials for survivors of abuse in lieu of attendance
- Undocumented adult information
- Code of Ethics for minors
- Safe Touch curriculums and handouts
- And more as time progresses!

If there are any documents that you would like to have included or any relevant articles/videos that would like to see posted, please email tinasteck@archstl.org.

ADMINISTRATION LIBRARY

- [Evaluation and Handouts for PGC Workshops](#)
- [Written PGC Materials for Abuse Survivors in lieu of workshop](#)
- [Compliance Instructions for Undocumented Adults](#)
- [Letter of Recommendation for Undocumented Adults](#)
- [Code of Ethical Conduct for Minors](#)
- [Sample Parent Letter for Safe Touch](#)
- [Safe Touch Parent Opt-Out Agreement](#)
- [PreK Parent Safe Touch Handout](#)
- [PreK Parent Safe Touch Handout - Spanish](#)
- [K-2 Lead Teacher Safe Touch Curriculum](#)
- [K-2 Lead Teacher Safe Touch Curriculum - Spanish](#)
- [K-2 Parent Safe Touch Curriculum](#)
- [K-2 Parent Safe Touch Curriculum - Spanish](#)
- [K-2 Student Safe Touch Handout](#)
- [K-2 Student Safe Touch Handout - Spanish](#)
- [K-2 Parent Safe Touch Handout](#)
- [K-2 Parent Safe Touch Handout - Spanish](#)
- [3-5 Lead Teacher Safe Touch Curriculum](#)
- [3-5 Lead Teacher Safe Touch Curriculum - Spanish](#)
- [3-5 Parent Safe Touch Curriculum](#)
- [3-5 Parent Safe Touch Curriculum - Spanish](#)
- [3-5 Student Safe Touch Handout](#)
- [3-5 Student Safe Touch Handout - Spanish](#)
- [3-5 Parent Safe Touch Handout](#)
- [3-5 Parent Safe Touch Handout - Spanish](#)
- [6-8 Lead Teacher Safe Touch Curriculum](#)
- [6-8 Lead Teacher Safe Touch Curriculum - Spanish](#)
- [6-8 Parent Safe Touch Curriculum](#)
- [6-8 Parent Safe Touch Curriculum - Spanish](#)
- [6-8 Student Safe Touch Handout](#)
- [6-8 Student Safe Touch Handout - Spanish](#)
- [6-8 Parent Safe Touch Handout](#)
- [6-8 Parent Safe Touch Handout - Spanish](#)
- [9-12 Lead Teacher Safe Touch Curriculum](#)
- [9-12 Parent Safe Touch Curriculum](#)
- [9-12 Student Safe Touch Handout](#)
- [9-12 Parent Safe Touch Handout](#)
- [Tech Tips 2019-2020: Dangerous Apps](#)
- [Parent Tips for Responsible Social Media Use](#)
- [Parent Information Regarding Internet Pornography](#)