



## ELECTRONIC FINGERPRINT/BACKGROUND SCREENING PROCESS

The Diocese of St. Petersburg has implemented a state of the art electronic fingerprint/background system which will better serve the needs of our diocesan community by allowing the school/parish to directly receive screening results via a secure site.

### **To facilitate this process, On-Line Registration and a scheduled appointment will be required. (we are unable to accommodate walk-ins without appointments).**

Following is an outline of the new process:

- 1) Registration must be made on-line at: [diocese.sofn.net](http://diocese.sofn.net).
- 2) Step by step instructions are provided - enter information under all "red" fields. It is important to select the correct parish/school where you volunteer or are employed.
- 3) You will be prompted to schedule an appointment at one of the fingerprinting centers – you will receive an e-mail confirmation.
- 4) Upon completion of all required "red" fields, you will be provided with a "bar code" - you must have this code number with you at the time of your appointment along with the Government issued Identification card you entered under "Type of Identification".
- 5) Please make every effort to attend your appointment - contact your appointment center if you need to reschedule.
- 6) Results will be forwarded to the designated secure site you indicated on your registration and to the Fingerprinting Department at the Diocese of St. Petersburg.
- 7) The billing of \$50 will be made directly to your school or parish. No payment will ever be accepted at the fingerprint site.

### **IF YOU ARE UNABLE TO REGISTER ON-LINE, YOU CAN CONTACT THE FOLLOWING PRIDEROCK CUSTOMER ASSISTANCE NUMBER TO REGISTER: 877-323-8885.**

If you have any questions or concerns, please contact Margaret Loflin, Fingerprinting Department, Diocese of St. Petersburg, 727-344-1611 ext 339 or e-mail: [mrl@dosp.org](mailto:mrl@dosp.org).

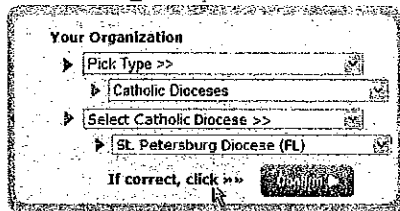
## SAFE ENVIRONMENT FOR CHILDREN AND VULNERABLE ADULT PROGRAM

At Catholic schools and parishes across the country, employees, volunteers, parents, and children are participating in training programs mandated by the 2002 Charter by the U. S. Catholic Bishops. Plus, the St. Petersburg Diocese conducts training on how to protect vulnerable adults. Now, for **recertification**, you must take (depending on your status) the following interactive online courses **available 24/7**: Recognize & Report Child Abuse, Detecting Predators to Protect Children, or Recognize & Report Vulnerable Adult Abuse. Each course takes about an hour. All you need is a computer with an Internet connection, and you can stop and return anytime to the same place to finish. **Just remember** your Login-ID & Password.

1 Go to: [shieldthevulnerable.org](http://shieldthevulnerable.org)


2 Click  tab for "ADULTS"

3 Adult Sign-Up



Your Organization

- ▶ Pick Type >>
- ▶ Catholic Dioceses
- ▶ Select Catholic Diocese >>
- ▶ St. Petersburg Diocese (FL)

If correct, click >>> 

1. click "Pick Type"
2. click "Catholic Dioceses"
3. click "Select Catholic Diocese"
4. click "St. Petersburg Diocese"
5. click "Confirm" button

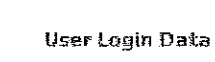
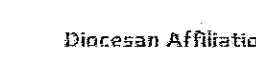

4 **Pre-Registration: Why are you here?** From the list on the pre-registration screen, identify why you are taking the course. Answer the subsequent questions based on your answer, then click the "Start Registration" button. **NOTE:** If you are required to train and **have not completed a live training class**, you will be directed to the "Go to Calendar" button to reserve a seat in a live class.

5  Diocesan Affiliation Summary/Confirm

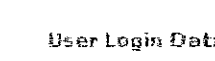
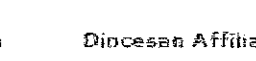
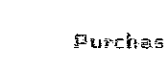

**User/Login Tab:** fill in the requested information and create your own login. Only one person can be named on the registration. It's also important to provide a valid email address — if you have one.

6   Summary/Confirm

**Diocesan Affiliation Tab:** you **MUST** identify your status as an employee (includes vendor/contractor), volunteer, or parent. Then identify which parish, school or other type of location you work with at the Diocese. This is important for the Diocese to track and report on the training for its annual Audit.

7    Summary/Confirm

**Purchase Tab:** from the list, identify the courses you wish to purchase, and indicate the number of course licenses you wish to purchase in the boxes next to the course titles. Then click the "Calculate" button. Your total will appear. If correct, click on "Next Step".

8    

**Summary/Confirm Tab:** review your registration and purchase information. If correct, enter your credit card details, "Accept" the license, and click the "Confirm Signup" button. You will then be on the "My Courses" page to **start** your training.

I certify that I am the person who signed up