

Accessing the Creating a Safe Environment Online Training Programs

To: Pastors/Administrators/Principals, Catechetical Minister, C.A.S.E. Input Coordinators

This memo is to inform your community/school of the information required to access Creating a Safe Environment Online Training Programs for first-time Volunteers and existing volunteers who need retraining. All volunteers over the age of 18 must complete C.A.S.E. Training prior to engaging in active ministry.

The training courses can be accessed from any computer (PC or MAC), as long as that computer has an internet connection and a web browser (Internet Explorer, Chrome, Safari, etc.) Additionally, the training programs can be accessed through mobile devices operating Apple iOS, Android and Windows Mobile. Please note that the slower your internet connection, the slower the training course will progress. High-Speed Connections are highly recommended.

Please note: Users must have Adobe Flash and Reader installed on their computer. This free software can be found at <http://www.adobe.com>. Users must disable any pop-up blocker that may be installed in their web browser. Users must be using a computer connected to a printer in order to complete the online courses, or save the .PDF files for later printing.

Your community/school has a unique Username and Password that allows all of your volunteers to access the training programs. There is no need for any volunteer to create their own account in the Online Learning Center to access C.A.S.E. Online Training.

When your volunteers successfully complete their training program, they will be provided with a completion certificate along with an updated Volunteer Code of Conduct. They will also print their result from a quiz they take as a part of the training. These documents **MUST** be shown to the parish/school/community's C.A.S.E. Coordinator before the local Coordinator can begin the Criminal Record Check process.

To access the C.A.S.E. Training Programs, follow these simple steps:

1. Open your web browser, and go to the web address: <http://ec.dor.org>

Note: there is no "www".

2. Click on "C.A.S.E. For Volunteers" Graphic.

3. Click your appropriate selection, and enter your login information.

All volunteers use this login information either for first-time training or retraining.

Your Parish/Community: St. Louis School, Pittsford

Your Username: IT16

Your Password: initial

For additional help, contact the Evangelization and Catechesis Office, 585.328.3210, x1240.