



ARCHDIOCESE OF ST. LOUIS
Office of Child and Youth Protection

SAFE ENVIRONMENT USER REGISTRATION

Got to <https://www.preventandprotectstl.org>

Click "Register" below the LOG IN button (image at right).

Enter the passcode [stlprotect](#) when prompted.

Select the type of location where you are a volunteer or employee

- Non-Parish School or Program

Select the specific location by name

- Duchesne High School

Click the roles associated with your employment/service at the parish.

If you are active at only one location, this will be your "primary" location.

If you are active at more than one location, click the ADD PARISH/LOCATION button and repeat the steps above. With more than one location, please click the "This is my main/primary location" circle to indicate where you are employed or, if you are a volunteer, where most of your ministry or service is performed.

Complete your personal information. Please enter your **legal first name** for the purposes of the background screening.

Create a username, password and password clue.

Agree to the Terms of Use and click SUBMIT.

You will then be prompted to submit information for a background screening, register for a Protecting God's Children workshop*, view two online training modules, and agree to the Code of Ethical Conduct.

*If you have previously attended a PGC workshop, the system will find and/or ask you to confirm your previous record of attendance. You will not be prompted to register for an upcoming workshop. If, for some reason, it does not match your previous training to this account and you are prompted to register for a class, please register for "PREVIOUSLY ATTENDED-DATE NOT LISTED" and send an email to the address below. We will apply the correct training record to your account.

Use may use the links in your approval checklist to access these requirements. These steps may be completed all at once or may be completed separately at your convenience. You will receive an automated email weekly to remind you which requirements are outstanding. When all compliance requirements have been completed, your account will be approved and you will be clear to work with minors and vulnerable adults.

- 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](#)"

The screenshot shows a login form with the following elements: a 'Username' input field, a 'Password' input field, a 'Remember this account' checkbox, a dark blue 'LOG IN' button, a 'Forgot Password' link, and a 'Register' link which is circled in red.

Should you need any assistance, please contact ocyp@archstl.org



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PARISH AND SCHOOL WEBSITE INFORMATION

1) **LINK TO THE ARCHDIOCESAN WEBSITE**

Please make sure you have a live link to <http://www.archstl.org> on your website.

2) **REPORTING INFORMATION**

Please ensure that you have child and adult abuse and neglect reporting posted on your website in an area that is easy to locate. Please use the wording below:

Victims of sexual abuse, in addition to contacting civil authorities, are asked to come forward in order to receive pastoral assistance. Reports of abuse may be made to any Pastor or to:

Sandra Price, Executive Director
Office of Child & Youth Protection
314-792-7271
sandraprice@archstl.org

Missouri Department of Social Services, Children's Division
Child Abuse and Neglect Hotline:
1-800-392-3738

Missouri Department of Health & Senior Services
Adult Abuse and Neglect Hotline:
1-800-392-0210

3) **SAFE ENVIRONMENT COMPLIANCE AND WORKSHOP SCHEDULE**

Please ensure that the requirements for Safe Environment Compliance are explained well with a link to both the Prevent and Protect STL website and instruction sheet so employees/volunteers know how to get into compliance. Please list the appropriate contact person at the agency with an email address and/or phone number.

The link for both the current schedule for *Protecting God's Children* workshops and compliance registration is :

<http://www.preventandprotectstl.org>