

Accessing the Creating a Safe Environment Online Training Program Instructions

Remember, all volunteers over the age of 18 must complete CASE Training and submit a background check form prior to engaging in active ministry.

Accessing the training course is easy. It can be accessed from any computer (PC or MAC), as long as that computer has an internet connection and a web browser (Internet Explorer, Safari, Firefox)

Please note: Users must have Adobe Flash and Adobe Reader installed on their computer for the training to work properly. This free software can be found at <http://www.adobe.com>.

Users must also disable any pop-up blocker that may be installed in their web browser.

In addition, users must be using a computer connected to a printer in order to complete the online course.

Additional Note: the slower your internet connection, the slower the training course will progress. For example, videos that appear in the training will take longer to load at dial-up speed versus a broadband connection.

You will be provided with a completion certificate along with an updated Volunteer Code of Conduct at the end of the on-line training. Please print the results from the quiz and hand in along with the certificate & signed Code of Conduct. These documents **MUST** be shown to the parish/school/community's CASE Coordinator before the local Coordinator can begin the background check process.

To access the CASE Training Program, 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 the large "Creating a Sage Environment for Volunteers" graphic
3. Choose the appropriate training program:
"First-Time C.A.S.E. Training" or **"C.A.S.E. Re-Training"**
4. Enter Username: **IT248** and Password: **initial** ("initial" is the word to enter. This is a blanket account; do not enter your own initials).
Both the username and password are case sensitive: enter exactly as written.

Your Parish/Community: Assumption, Fairport

Note: Because of the way the training system is set up, you must complete the training and the quiz at the end in one sitting. The system does not allow anyone to 'pick-up where they left off' once 'timed-out' or closed. Most people find the training & quiz take about an hour.

Remember to print the certificate and/or your quiz results before you log out, or close your browser. If your printer is having issues... please take a screen shot of your quiz results (especially the top portion with the date, your name, and your quiz score) this may be accepted as proof of course completion.

For Additional Help, or for more information, please contact Bethany Lyle at the Church of the Assumption parish office. 585-388-0040 x330 or blyle@dor.org