

How to fix/adjust Roles

1. Pull up the person's account.

Trujillo, Virginia

General | Contact Info | Background Check | Required Documents | Training

Note: This is a potential duplicate account. ([Click here to see potential matches](#))

User ID: firsttimeregister
 Password:
 Salutation: - Please select -
 First Name: Virginia-Training
 Middle Name:
 Last Name: Trujillo
 Email: trujillo@davenportdiocese.org

Primary Location: Webinar Training Only

Locations and Roles: Webinar Training Only

- Aide (volunteer)
- Host Parent
- Volunteer ✓

Davenport - Chancery Office (Davenport)

- Aide (volunteer)
- Host Parent
- Volunteer ✓

You will be working on the Primary Location and location and Roles area. You will see the locations the person choose and the roles they selected. If these are not correct or current please fix for your location only.

You are going to see a pop up window that lists the person's location and roles.

If your location is listed and it should not be but you also might see other locations listed.

If you location is correct but the roles are wrong, you need to do the following:
 Select your location drop down where it says "Add/Edit locations and roles"
 Then check the boxes that should be marked, scroll to bottom and click on Add locations/Roles, go to bottom and click on Close

DO NOT USE: Blue "remove this location and all roles" or "X" – these are quick links but there is a glitch so it won't remove all the roles and will still show up on reports.

Current Locations and Roles for testing testing

Davenport - Chancery Office (Davenport) [Remove this location and all roles](#)

- Educator ✓ X
- Employee (Diocesan/Eparchial) X

Add/Edit locations and roles

--- Add a location ---

AD/Coach - Employed
A paid person who teaches and trains an athlete or members of a sports team and makes decisions about how the team plays during games.

AEA Employee
Person that is employed but AEA but functions in our schools assisting students and staff. Not required to do PGC training but has to complete bgc.

Adm Assist/Secretary/Receptionist
A person who provides various kinds of administrative support to people and groups in the school and or parish.

Home School Co-Op
A person that is employed or volunteer with a home school co-op program hosted in one of our locations.

Host Parent
A person that has agreed to provide shelter and cultural experience for a International Student attending one of the Catholic Schools.

Janitor, Maint, Housekeeper, Custodian (Volunteer)
A volunteer position.

Janitor, Maint, Housekeeper, Custodian (employed)
Janitor, Maintenance, Housekeeper

How to fix/adjust Roles

- User Reports
 - Training Reports
 - Background Checks
 - Teacher Question Report
 - Required Documents
 - Compliance Reports
 - Location Report
-
- Audit Center
-
- Download Resources
-
- Contact the Helpdesk

Primary Location: Webinar Training

Locations and Roles: **Webinar Training**

- Aide (volunteer)
- Host Parent
- Volunteer

Davenport

- Aide (volunteer)
- Host Parent
- Volunteer

[\(Click to update locations / roles...\)](#)

✓ = primary role as defined by USCCB

Title or Diocesan Function: host parent

External (diocese) ID:

Volunteer NOT working with Vulnerable Adults
A person that is volunteering in a school or parish for services performed at the entity but NOT working around vulnerable adults.

Volunteer working with minors
A person that is volunteering in a school or parish for services performed at the entity working around minors.

Volunteer working with Vulnerable Adults
A person that is volunteering in a school or parish for services performed at the entity working around vulnerable adults.



- Training Administration**
 - Training Bulletins
 - Online Training Modules
 - Live Training
-
- Reports**
 - User Reports
 - Training Reports
 - Background Checks
 - Teacher Question Report
 - Required Documents
 - Compliance Reports
 - Location Report
-
- Audit Center
-
- Download Resources
-
- Contact the Helpdesk

Middle Name:

Last Name:

Email:

Primary Location:

Locations and Roles: **Webinar Training Only**

- Aide (volunteer)
- Host Parent
- Safe Environment Local Designee
- Vacation Bible School Volunteer
- Volunteer ✓

Davenport - Chancery Office (Davenport)

- Aide (volunteer)
- Host Parent
- Volunteer ✓

[\(Click to update locations / roles...\)](#)

✓ = primary role as defined by USCCB

Title or Diocesan Function:

External (diocese) ID:

Group:

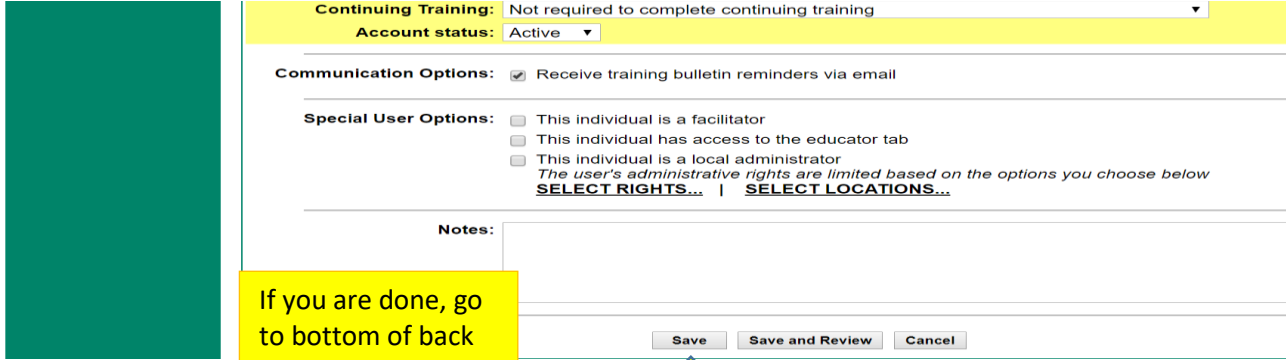
Contact w/ Minors?:

Supervisor or Manager?:

You will notice that the changes have been added to the person's record.

If this doesn't update right away don't panic, go to the bottom of page and click "save and review" then you should see the change take place.

How to fix/adjust Roles



Continuing Training: Not required to complete continuing training

Account status: Active

Communication Options: Receive training bulletin reminders via email

Special User Options:

- This individual is a facilitator
- This individual has access to the educator tab
- This individual is a local administrator

The user's administrative rights are limited based on the options you choose below
SELECT RIGHTS... | **SELECT LOCATIONS...**

Notes:

Save **Save and Review** **Cancel**

If you are done, go to bottom of back and click "save"

