

Creating a Safe Environment (for Volunteers) Online Training Instructions

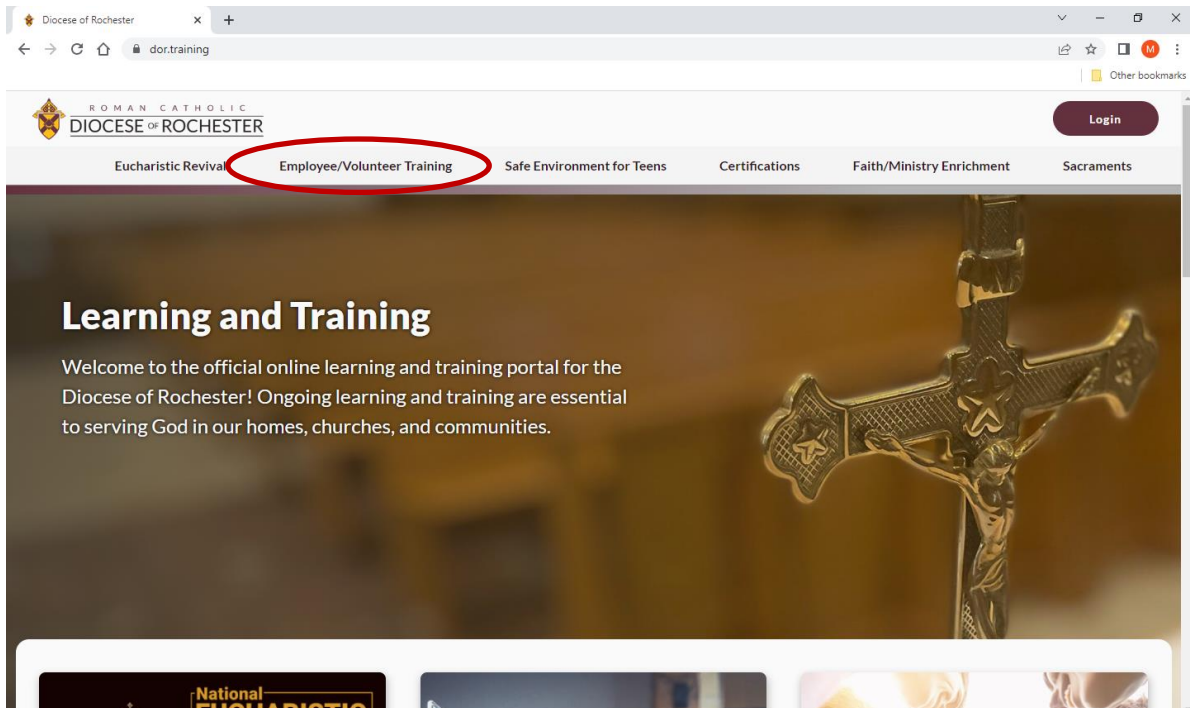
All adult volunteers need to complete the same training—whether they are new or renewing after 3 years.

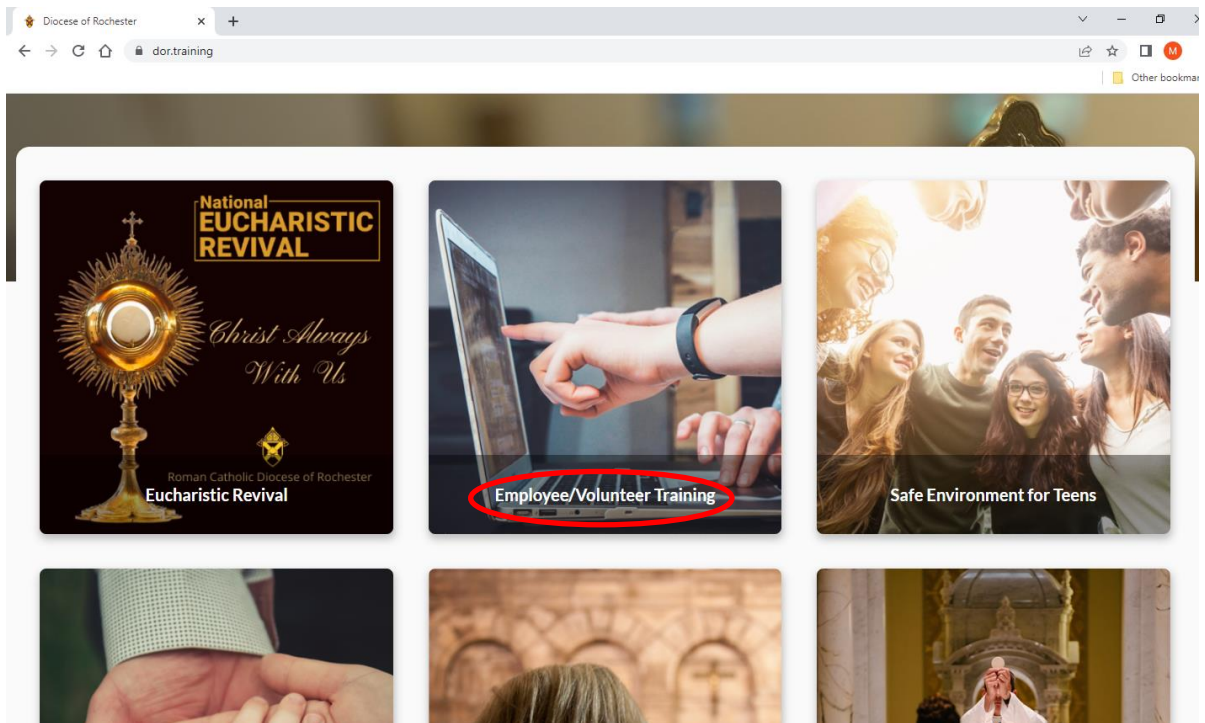
You will need to complete 3 activities:

1. Go through the Creating a Safe Environment Training for Volunteers
2. Read and acknowledge the diocesan Volunteer Code of Conduct for Adults
3. Print or download your Certificate of Completion

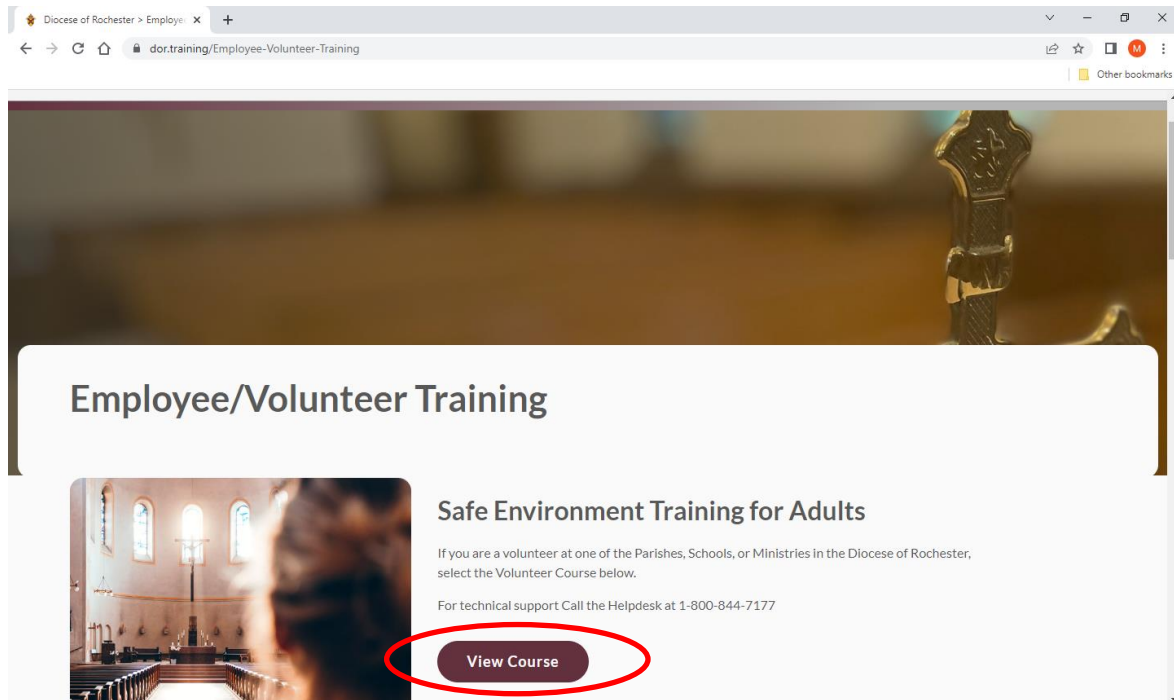
TO CREATE AN ACCOUNT TO ACCESS THE TRAINING:

1. In the address bar of the web browser, type in the address www.dor.training. (Note: This program will not run on Microsoft Edge. Recommend using Google Chrome.)
2. Click on “Employee/Volunteer Training” in the menu at the top of the homepage or the “Employee/Volunteer Training” icon located midway down the homepage.

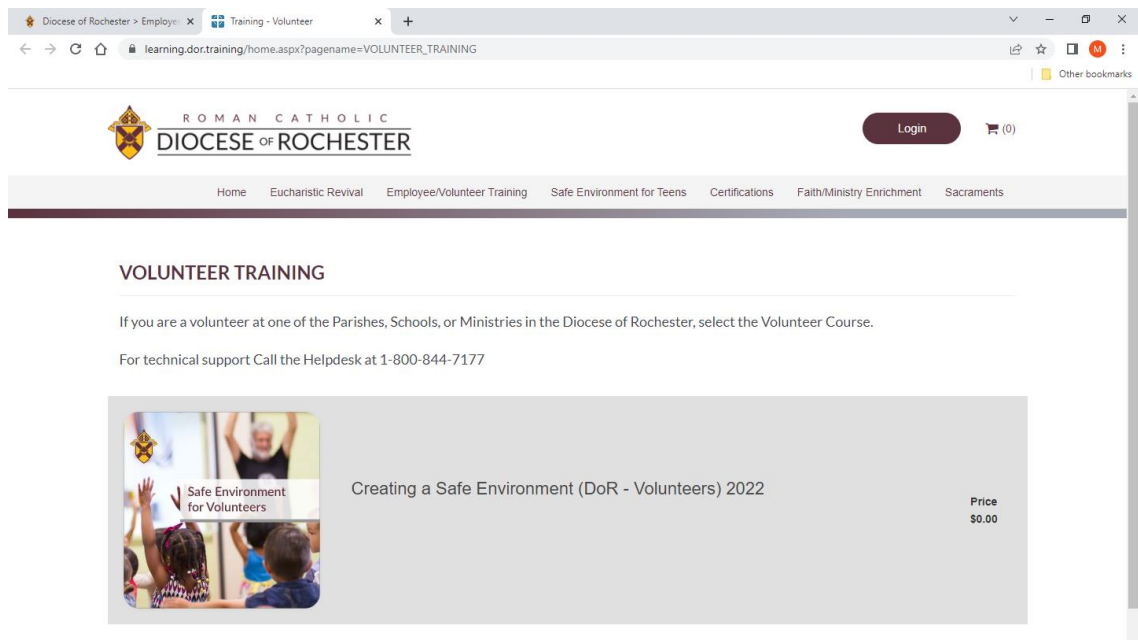




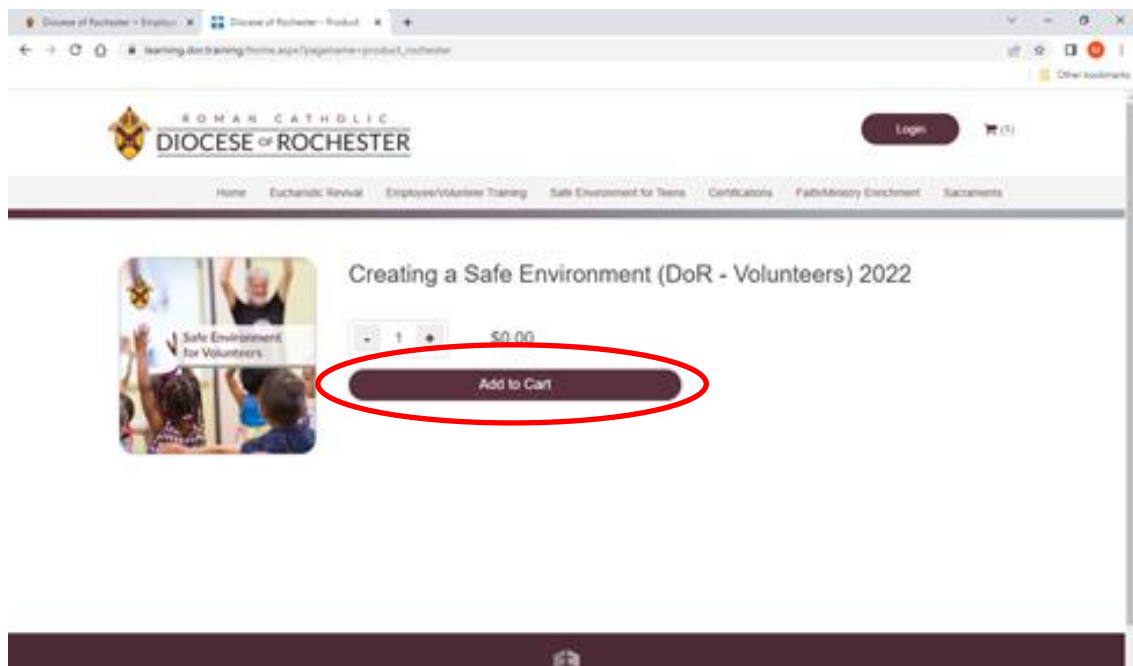
3. You will arrive on the “Employee/Volunteer Training” page. Under the “Safe Environment Training for Adults” section click the “View Course” button.



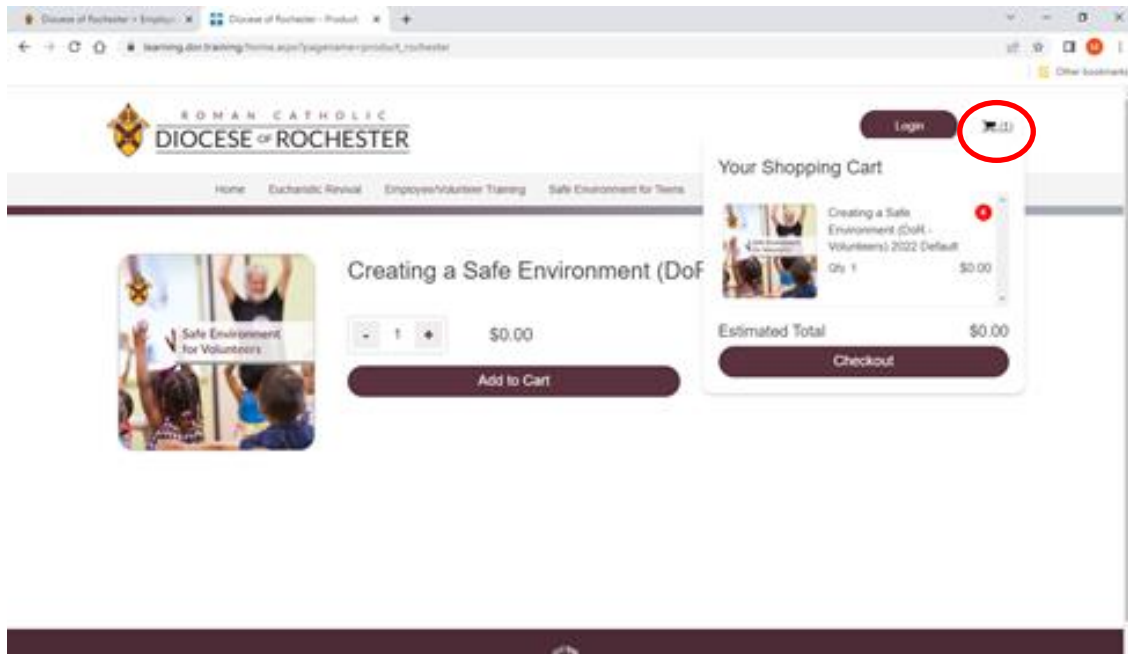
- When you arrive on the “Volunteer Training” page, select the course by clicking it. The course will highlight in grey before you click it.



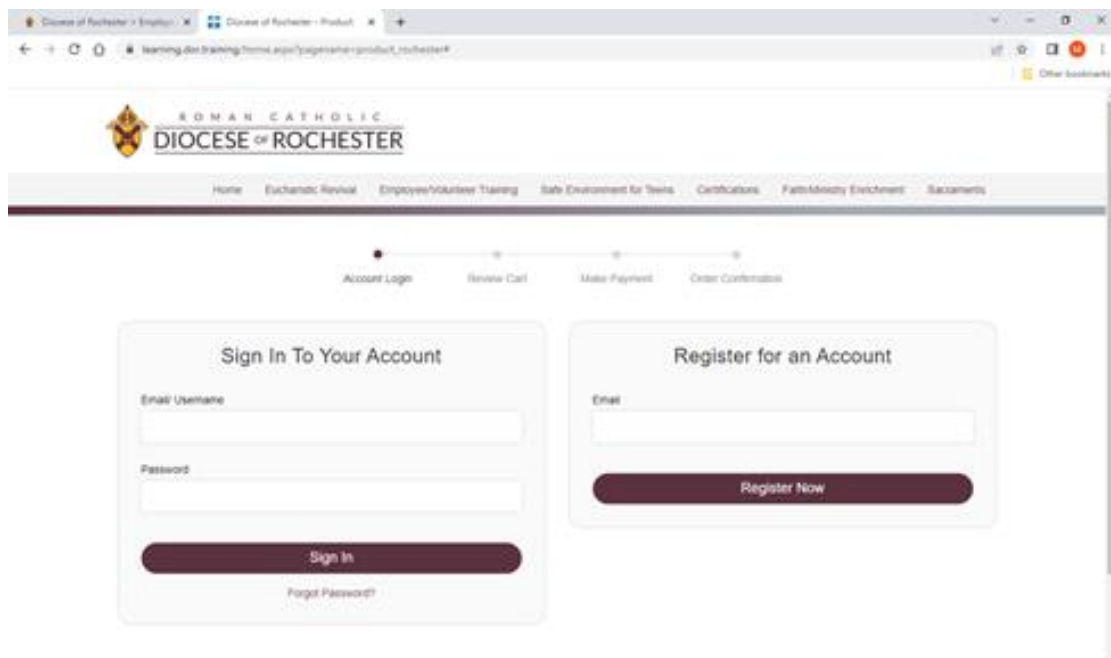
- When you arrive on the course screen, click the burgundy “ADD TO CART” button.



- Click the “Shopping Cart” icon on the top right portion of the screen. This will bring up the “Your Shopping Cart” window. Make sure the information in the window is correct and click the burgundy “CHECKOUT” button.

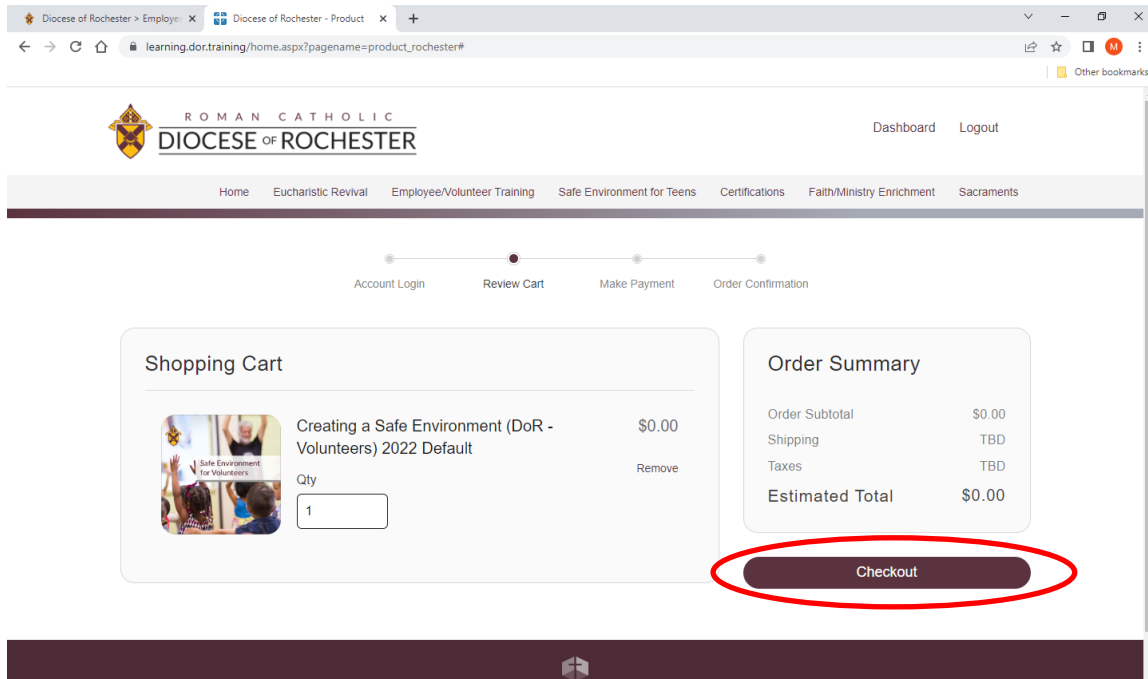


- You will come to the “Account Login” page. Enter your email address in the “Register For An Account” box and click “REGISTER NOW”, if you do not already have an account. If you already have an account, enter your username and password in the “Sign In To Your Account” box and click “SIGN IN”.



- The “Register For An Account” box will expand. Enter the information requested and click the burgundy “SUBMIT” button.

9. You will come to the “Review Cart” page. Review the information and click the burgundy “CHECKOUT” button.



10. You will come to the “Make Payment” page. Enter the information requested, review it, and click the burgundy “PLACE ORDER” button.

Diocese of Rochester > Employee > Diocese of Rochester - Product > +

learning.dor.training/home.aspx?pagename=product_rochester#

Other bookmarks

ROMAN CATHOLIC
DIOCESE OF ROCHESTER

Dashboard Logout

Home Eucharistic Revival Employee/Volunteer Training Safe Environment for Teens Certifications Faith/Ministry Enrichment Sacraments

Account Login Review Cart **Make Payment** Order Confirmation

1 Payment Method

No Payment Method Required

2 Billing

First Name Last Name

Rochester Diocese

Company Name

Address

1150 Buffalo Road

Order Summary

Order Subtotal \$0.00

Shipping N/A

Taxes N/A

+ Add Promotional Code

Total \$0.00

Place Order

11. A confirmation page will come up. You will also receive a confirmation email to the address you provided that you can keep for your records. Click on the burgundy “Dashboard” button at the bottom of the page.

Diocese of Rochester > Employee > Diocese of Rochester - Product > +

learning.dor.training/home.aspx?pagename=product_rochester#

Other bookmarks


Thank You For Your Order!

We've placed your order and a receipt has been sent to your email.

Order Summary

Order #: 729558

10/24/2022

 **Creating a Safe Environment (DoR - Volunteers) 2022**

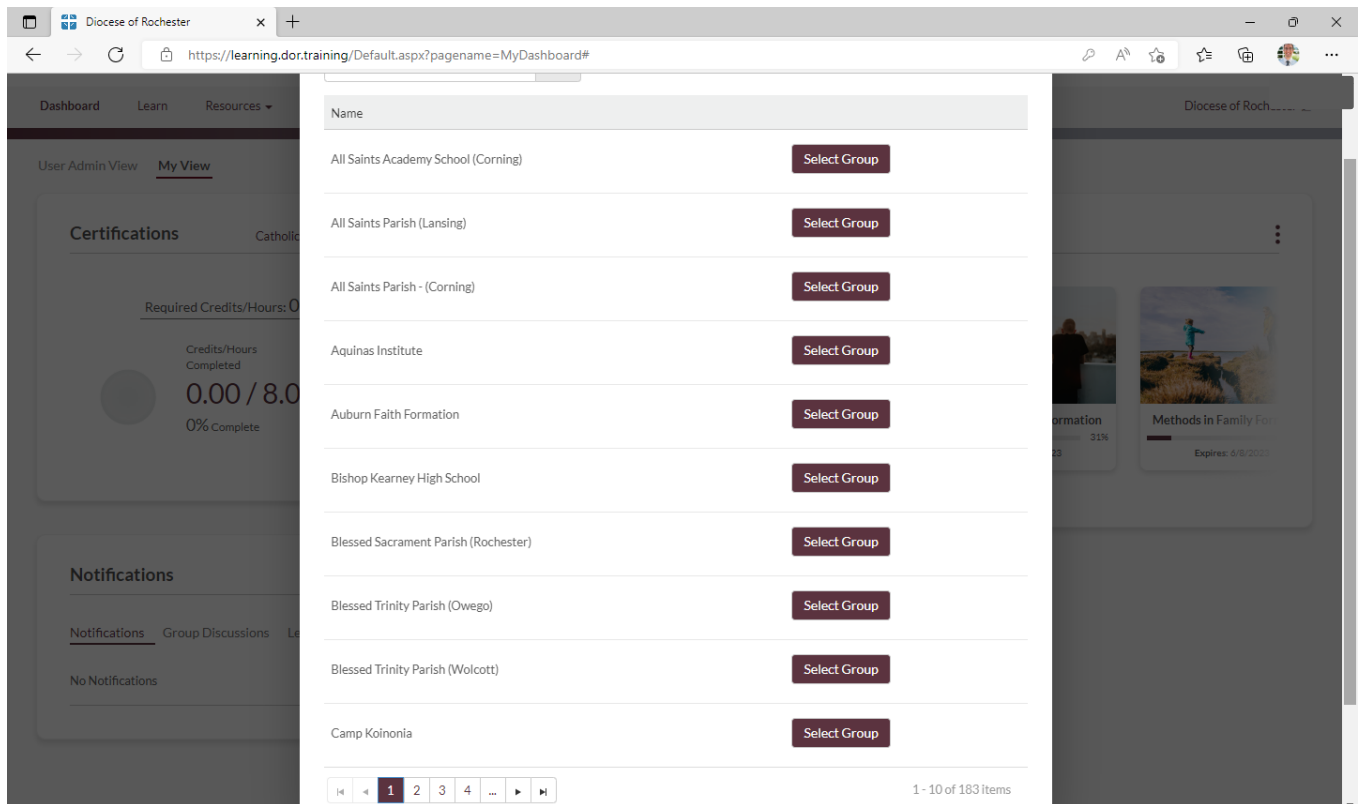
Default

Quantity: 1 \$0.00

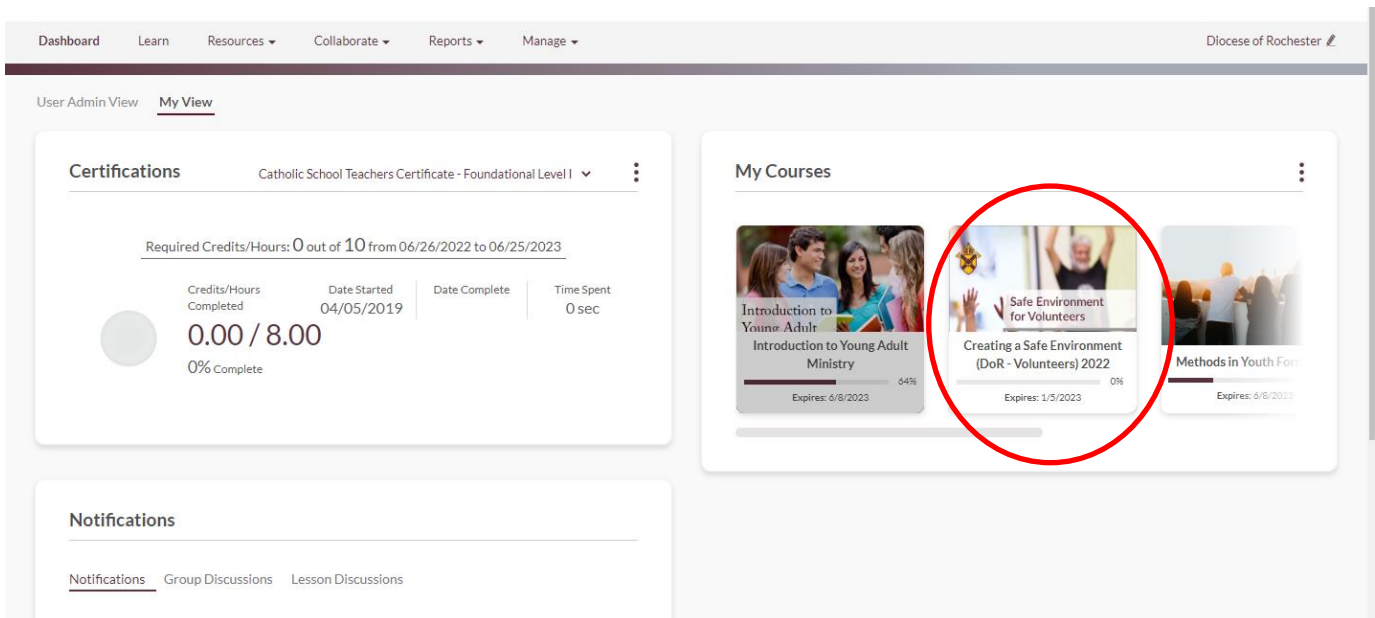
Order Total \$0.00

Continue Shopping **Dashboard**

12. The “Select Group” box will pop up. Find the parish/school/ministry applicable to you and click the corresponding “Select Group” button.



13. Go to the “My Courses” section of your dashboard and click the “Creating a Safe Environment (DoR – Volunteers) 2022” icon to begin your training.



14. Once in the “Safe Environment Training (Volunteers)” section, click on the grey “View Lesson” button.

The screenshot shows a web browser window with the URL <https://learning.dor.training/Default.aspx?pagename=MyDashboard#>. The page title is "Safe Environment Training (Volunteers)". On the left sidebar, there is a section for "Creating a Safe Environment (DoR - Volunteers) 2022" with a progress bar at 0% complete. Below this, there is a "Safe Environment Training (V..." section with a sub-item "Creating a Safe Environment Trainin...". The main content area has a table with two columns: "Action" and "Status". The table contains one row with the action "View Lesson" and status "Incomplete". The "View Lesson" button is circled in red.

Action	Status
View Lesson	Incomplete

15. Once the lesson is complete, click on the grey “View” button in “Code of Conduct” section.

The screenshot shows the same web browser window, but the page title is now "Code of Conduct". The left sidebar shows the "Code of Conduct" section with sub-items "View Code of Conduct" and "Volunteer Code Form". The main content area has a table with two columns: "Action" and "Status". The table contains two rows. The first row has the action "View" and status "Incomplete". The second row has the action "Acknowledge Here" and status "Incomplete". The "View" button in the first row is circled in red.

Action	Status
View	Incomplete
Acknowledge Here	Incomplete

Next Step: Once you've completed the training lesson and viewed/acknowledged the Code of Conduct, a Certificate of Completion will be generated.

Action: Make sure to print (or download) your Certificate of Completion and provide it to the appropriate contact at the parish/school location where you volunteer.

Thank you for your ministry!