

eAppsDB Instructions for Employees

Log on to the Archdiocese website at www.archchicago.org to access eAppsDB:

*At the Archdiocese website, go to the section labeled Protecting Children.

On the left you will see a tab for Compliance for clergy, employees, and volunteers. Please click on that tab. The second heading reads Criminal Background screening. At the bottom of that explanation you will need to click on Criminal Background Screening.

This will take you to the eAppsDB login page for the Archdiocese of Chicago.

*At the 'Login Page' of eAppsDB, enter your social security number (ex: 444029988) for your User ID.

Your password is your social security number plus the word 'protect' (ex: 444029988protect) and click 'Login' to continue. The data entered in these fields was received from the Archdiocese.

NOTE: If the following error 'Invalid User ID – User ID does not exist for this organization' is received, your information has not been loaded into the system. Click 'Back' and you will be returned to the 'Login Page'.

At the 'Login Page', you will first need to register for an account. To do so, click on the underlined 'click here' in the phrase 'If you do not have a user id and password, please click here to register' located at the top of the page.

You should now be at the 'New User Registration' screen.

- * All fields on this screen require entry except email address.
- * In the 'Primary Site' field, select the diocese entity at which you are employed or at which you do the majority of your volunteer work (St Patrick-Elem School).
- * The 'Access Code' field requires entry of a code that will be provided by the Archdiocese of Chicago. The access code is currently set as 'protection'.
- * A choice for 'type of application' is required – click on the button by either 'employment' or 'volunteer'.
- * In the 'User ID' field, you should enter a user ID that you would like to use for access to your application. Please read the requirements for user ID at the bottom of the registration screen.
- * In the 'Password' field, you should enter a password that you would like to use for access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
- * In the 'First Name' and 'Last Name' field, please enter your name as it appears on your driver's license.
- * In the 'Date of Birth' field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.

Please write down your user ID and password in order to access your application at a later time. Store this information in a safe place.

Once you have completed the requested information, click the 'Register' button.

You should receive a message indicating that you have been successfully registered in the system. To continue with the application process, click the link that says: 'Please click here to login and continue your application'. This will take you to the 'Login Page' screen.

- * At the 'Login Page' enter your user ID and password in the areas provided and click 'Login' to continue.
- * After successfully logging in to eAppsDB, you will be taken to the 'Application Overview' screen for your application.

An (*) by a field indicates that entry is required in the field. Required fields must be completed before information will be accepted and saved.

The 'Application Overview' screen provides the following information:

- * The status of your application
- * A list of application forms required by your organization to be completed.
- * The option to view or submit your application

The 'References' form requires:

- * Two professional and two personal references (name [first and last], city, state, country, day-time phone and how long have you known this person)

A professional reference is a reference from a supervisor who you have worked for in a professional and/or volunteer capacity. A personal reference is a reference from a friend, co-worker (including volunteer activities) and/or family member.

The 'Declarations' form requires you to:

- * Verify your agreement with the organization policies by clicking on the check box next to each statement, and
- * Complete the screen by checking the box next to 'Check here to indicate your signature on this form' and entering the current date.

The 'Background Check Information' form requires:

- * Answers to questions regarding convictions, founded cases on child abuse or neglect, and changed names in the past seven years.
- * Social Security Number*
- * Driver's license number
- * Date of Birth*
- * Gender

The 'Selected Sites' form contains the following information:

- * Your Primary Parish/School/Agency will be indicated in 'Red'.*
- * If you would like your application viewable by other sites, you will choose them in this section.

Now that you have completed all sections, you may 'submit' your application. Click on the 'Submit Application' button and follow the screen instructions along the way. When the submission of your application has been completed successfully you will receive the following confirmation message, 'You have successfully submitted the application, Thank you!'.

**“PROTECTING GOD’S CHILDREN”
VIRTUS TRAINING**

To register and select your training site:

- * Log on to the following website: www.virtus.org
- * Under the green column on the right hand side – click on the yellow word registration
- * The registration password is “trust”
- * Click on the Archdiocese of Chicago; then click on the word “select”
- * Click on the “I would like to attend...”
- * Fill out the registration form. Only the boxes with a red asterisk need to be completed.
- * Under the location – choose either St. Patrick (Wadsworth) for church volunteers or St. Patrick-Elementary School (Wadsworth) for school volunteers.
- * Submit your registration
- * Select the site you would like to attend training at