

Safe and Sacred Instructions / Adult Training

Please follow the directions listed below to sign into the diocesan safe environment training course to create a profile and complete a background check.



① Go to <https://safeandsacred-diocesegfb.org> or access the site from the diocesan website, www.diocesegfb.org by clicking on the icon which looks like the above picture which is a link to the Safe Environment page. From there, mouse over **Resources** on the right side and when the next menu appears, click on **Safe and Sacred for Adults** which will take you to the log in screen.

② Click the button to register on the right side of the page under **IS THIS YOUR FIRST TIME HERE?**

③ Complete registration form and click

④ You will be asked to click to proceed to the secure online background screening application form. This will redirect you to the ScreeningOne site which is the company we utilize for background checks.

① **ScreeningOne Welcome! Are you ready to begin the background check process?**

Click

② **Electronic Signature Consent** - Choose Option #1- place your first and last name in the box and click

③ **Disclosure Regarding Background Investigation** - Sign as indicated and click

④ **A Summary of Your Rights Under the Fair Credit Reporting Act** – this disclosure is required by law, we do not run your credit. Place a ✓ in the acknowledgement box and click

⑤ **Disclosure Regarding Investigative Consumer Report** – Place your name in the Signature box, date in the box and click

⑥ **State and City Notices** – click on the arrows and choose Montana in the first box and the appropriate box for which state you are a resident of and click

⑦ **Acknowledgment and Authorization for Background Check** – place your name in the signature box and enter the date, then click

⑧ **Applicant Screen** – Complete the information using your legal name, Social Security number and Date of birth as requested on the form. For former names/alias click on the box and enter the pertinent information, then click

⑨ Enter your current address into the appropriate boxes and if you have not lived at the current address for 7 years enter any previous addresses by clicking on the previous address box, then click

⑩ You will now be directed back to the Safe and Sacred site to complete your course training.

⑤ After completing your online background screening form, you will be directed back to the Diocesan training site to complete your course. Click on the  next to **My Courses** and the courses available to you will come up: 1. Recognizing Child Abuse (other courses will display if they are available to you). Click on the Course name.

⑥ Click the  button and follow the directions.

⑦ A certificate will be issued upon completion of the course and background screening process. Additional instructions are found in the training site.

Note: Background checks are required every 5 years according to diocesan policy. If your background check is current, the system will not take you to the ScreeningOne site.

Thank you for participating in the online training!