



## Austin Computing Instructions for all Employees and Volunteers of the Archdiocese of New Orleans who have on-going, unsupervised contact with children and youth or attend an over-night event

Austin Computing Solutions: <http://www.eappsdb.com/no>

**The application form must be completed by the applicant.**

If you do not have a user ID and password, please go to [click here](#) to register. Create your own user ID and password.

**ACCESS CODE FOR ARCHDIOCESE OF NEW ORLEANS: safety**

### Complete the New User Registration

1. When you select your site put your primary site of ministry, this site will enter your Background Screening date and your Safe Environment Training date
2. Click Submit Registration
3. Log off, then log back on to complete the individual sections (each section is complete when it shows with a green check)
4. Everything marked with an \* must be completed
5. At the end of each section, remember to SAVE the information and then return to Application Overview
6. Unless instructed to do so by your site, please do not enter your MVR number
7. Submit your application, following the page instructions along the way. Click “Process Application Screen” when you have completed all of the sections.

1. Your application will be received by your primary ministry site - they will enter you Background Screening date and your Safe Environment training date.
2. If your personal information changes or you change ministry sites, you can go back to your application and make the changes at any time.

Thank you for your ministry with the children and youth of the Archdiocese of New Orleans.

If you have any questions, please contact Sr. Mary Ellen Wheelahan, O. Carm., Safe Environment Coordinator, [srmwheelahan@archdiocese-no.org](mailto:srmwheelahan@archdiocese-no.org).

God bless you and your families.