

## **Diocesan Online Database Instruction Card**

1. Log on to the website for the Diocese of Pittsburgh at [www.diopitt.org](http://www.diopitt.org)
2. Click on "Protection of Children" at the top of the page.
3. Scroll down and click on the profile which best describes your ministry.
4. Scroll down and click on #1 - link to the Safe Environment database.
5. At the top of the login page, click on the underlined click here where it says, "If you do not have a user ID and password, please click here to register."
6. You will now be at the "New User Registration" screen, and all fields under this will require entry except for the e-mail address.
7. In the "Primary Site" field, select the entity where you do the majority of your work or ministry. The "Type of Application" requires you to check whether you are an employee or volunteer. The "User ID" field requires that you enter your own password for access to your application. The bottom of this screen explains the requirements of a User ID. The "Password" field is similar, and you will be asked to type it in twice.
8. This will take you to the "access code field" where you enter the diocesan password – the access password is *protect*
9. In the "First Name" and "Last Name" fields, type in your name as it appears on your driver's license. In the
10. "Date of Birth" field, type your date of birth in the mm/dd/yyyy format. You will be asked to type it in twice. 10. Write down your User ID and Password for future reference, and click the "Register" button. You should receive a message that you have successfully registered.
11. Then, click on the underlined link where it says, "Please click here to login and continue your application."
12. At the Login Page, enter your User ID and Password, then click "Login." This will take you to the "Application Screen" for you to fill out your application.