

1 Go To: shieldthevulnerable.org



2 Click >>



3 First-Time Signup

Select Your Organization

Catholic Dioceses	▼
San Francisco Archdiocese (CA)	▼
▶ Adult User	▼
User Type>>	
Adult User	
Student User: grades 4-12	

>> 1. Pick **Catholic Dioceses** from the dropdown list

>> 2. Select your **Diocese**. If your Diocese also trains students, a "Select User" dropdown opens. Select **"Adult."**

4 User Login Data Affiliation Summary/Confirm

User/Login Data: Fill in the requested information and create your login. Only one person can be named on the registration. It's important to provide a valid email address — if you have one.

5 User Login Data Affiliation Summary/Confirm

Affiliation: Here, you identify yourself as an employee (includes vendor/contractor), volunteer, or parent. Then identify which parish, school or other type of location with which you're affiliated. Finally, identify your position at the Diocese.

6 User Login Data Affiliation Summary/Confirm

Summary: Review your registration information and if correct and you "Accept" the license, click the "Confirm Signup" button. It will take you to either the **"My Courses"** page to start your training or the background page (if you're required to be screened).

7 **Background Screening:** You may be required to do a background check or be fingerprinted. If so, you must sign (electronically) an authorization to permit the screening. If finger printing is required, you must arrange for it at a location near you.

Electronic User Registration

Finger Print Registration (LiveScan)



locations:

<http://www.ag.ca.gov/fingerprints/publications/contact.php#sanfrancisco>

8 **My Courses Page:** Once you complete the sign-up, click the "Start" button to open a "required" course. You may take optional courses once you take the required course.