

**Instructions for Registration Process  
Volunteer/Employee Profile  
May 2007**

Go to [www.santarosacatholic.org](http://www.santarosacatholic.org)

At the top *Click on Site Map*

Look under *Diocese*, about halfway down to *Child and Youth Protection*

Indented it says *Employee/Volunteer Profile click here*

**This takes you to the Login page**

- It says: *if you do not have a user id and password, please click here to register.* This must be done first.
- This takes you to the initial page. *Drag the V down next to primary parish. They are listed by city, scroll down and click on your primary volunteer site.*
- The access code is- *Bishopwalsh*

**User id and password – see guideline instructions below on that same page**

Once you have completed the initial page you will be sent back to the Login page. *Now login with your user id and password.*

**Click on each section listed and follow the instructions.**

- **Main Application** – *follow instructions*
- **Questionnaire** – *follow instructions*
- **Residential History** - *Check box if you have lived at your current address for more than 5 years. If not at the same address for more than 5 years, click add address to complete a history of 5 years.*
- **Volunteer History** – *Check box if you have no volunteer history and return to application overview, otherwise add history.*
- **Declarations** – *Read and check each box. Check box to indicate signature and date. Be sure to sign copy to be kept at parish.*
- **Background check** – *Fill out information, click save, review and lock.*
- **Select Sites** – *Scroll down, click on sites to be added, click add*

**When you are finished completing each section, click Submit Application**

**IF YOU MAKE AN ERROR, THE WORD ERROR WILL SHOW UP IN RED. READ WHATEVER IT SAYS TO CORRECT AND GO ON.**