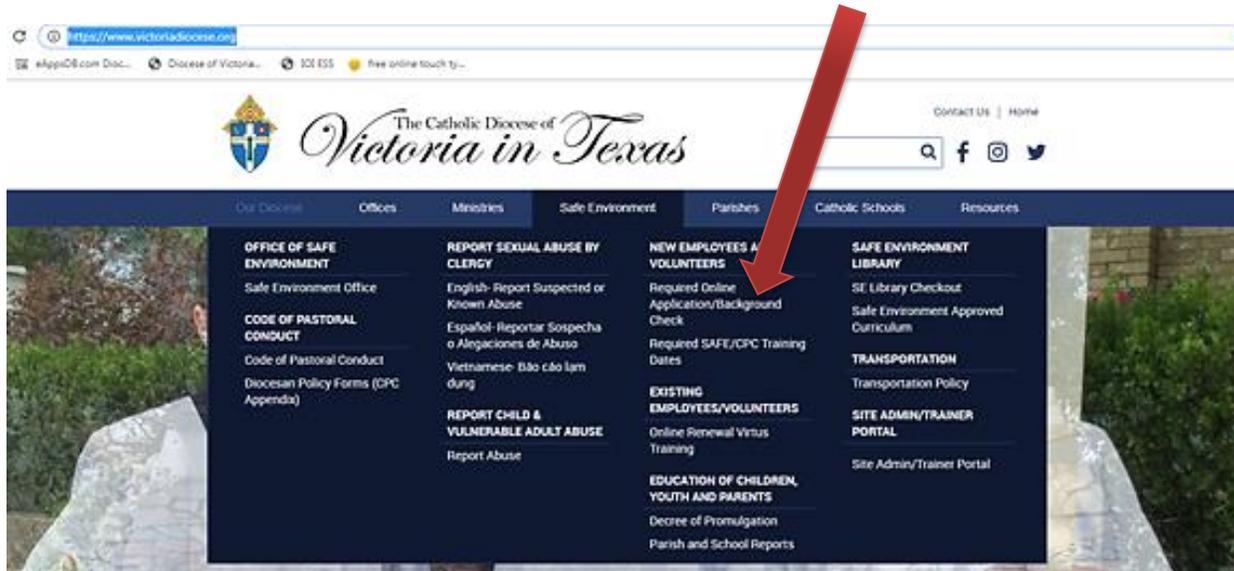


In order to begin the Diocese of Victoria's online application/background check, please logon to the following web-site:

<http://www.victoriadiocese.org>

Scroll to the middle of the page and hover over the words Safe Environment. Click: "Required Online Application/Background Check".



Begin your online application by clicking the on-line application/background check link.

Required Online Application / Background Check



Select Language ▼

As you prepare for your activities, remember that all applicants who have regular contact with young people and/or vulnerable adults are required to complete all Safe Environment training.

This Training has three components:

1. An **on-line application/ background check** must be completed and submitted. NOTE - This is NOT an application for employment consideration. **CLICK HERE TO PRINT STEP-BY-STEP PICTURE INSTRUCTIONS.**
2. Child abuse awareness and prevention training titled, "Keeping Kids Safe" presented by the Diocese of Victoria must be attended within 90 days of the completion of the on-line application/background check. (Diocesan clearance and approval must be obtained before volunteer/employment positions may begin. Applicants may log back into their application within 72 hours to check clearance status. Only applicants who are prohibited from working with children and youth will receive written notification of this decision.)

After the application/background check has been submitted, you have 90 days* to complete the SAFE/CPC training.
***In some cases, the parish/school may require you to complete the class PRIOR to beginning employment or volunteer services.**
3. An orientation session regarding the "Code of Pastoral Conduct" and the "Policy Regarding Sexual Abuse of Minors" must be attended.

*Components 2 and 3 are offered at the parish level and school level simultaneously. This process is mandatory for all new applicants.

Create a user ID and password:

This is the Diocese of Victoria Safe Environment Database, eApps. Click on the “click here” link to begin your registration.



The Diocese of Victoria

Login Page

First time users are asked to [click here](#) to register and create a User ID/Password in order to complete the application.

User ID:

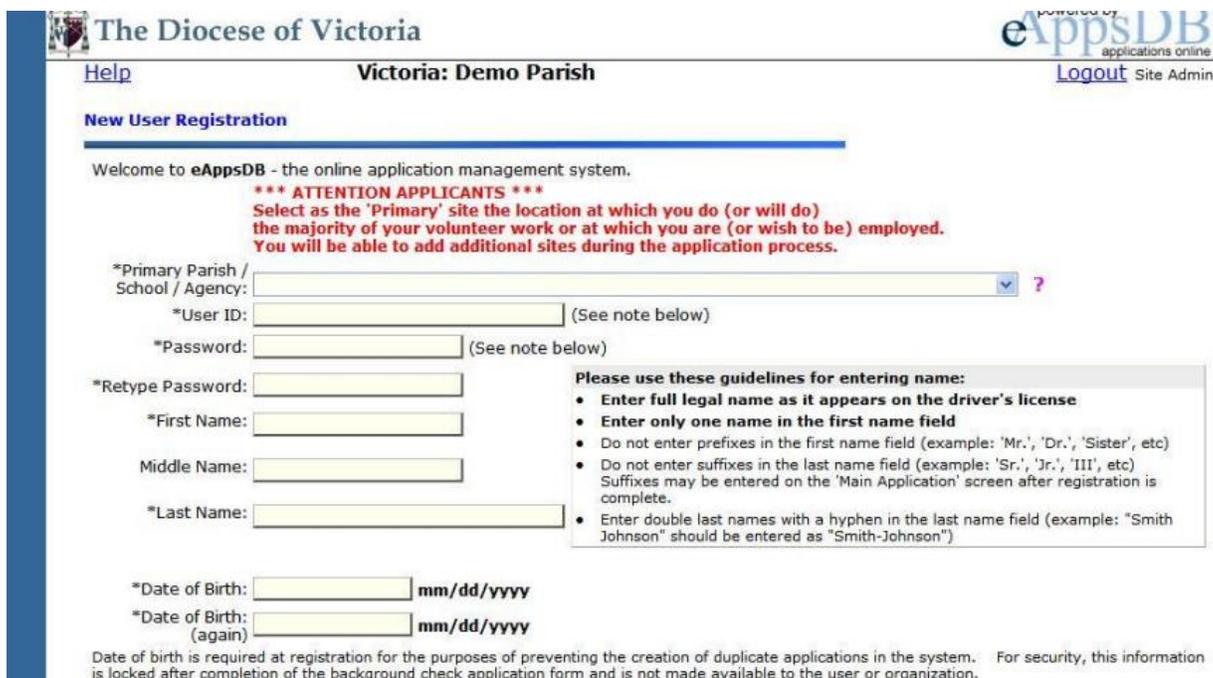
Password:

Login

Forgot User ID or Password?

Applications left incomplete for more than 30 days will be removed from the system.

Create a unique User ID and Password and then enter your name and date of birth, making sure to follow the mm/dd/yyyy format. Please do not forget your User ID and Password.



The Diocese of Victoria

powered by eAppsDB applications online

Help Victoria: Demo Parish Logout Site Admin

New User Registration

Welcome to eAppsDB - the online application management system.

***** ATTENTION APPLICANTS *****
Select as the 'Primary' site the location at which you do (or will do) the majority of your volunteer work or at which you are (or wish to be) employed. You will be able to add additional sites during the application process.

*Primary Parish / School / Agency: ?

*User ID: (See note below)

*Password: (See note below)

*Retype Password:

*First Name:

Middle Name:

*Last Name:

*Date of Birth: mm/dd/yyyy

*Date of Birth: (again) mm/dd/yyyy

Please use these guidelines for entering name:

- Enter full legal name as it appears on the driver's license
- Enter only one name in the first name field
- Do not enter prefixes in the first name field (example: 'Mr.', 'Dr.', 'Sister', etc)
- Do not enter suffixes in the last name field (example: 'Sr.', 'Jr.', 'III', etc). Suffixes may be entered on the 'Main Application' screen after registration is complete.
- Enter double last names with a hyphen in the last name field (example: "Smith Johnson" should be entered as "Smith-Johnson")

Date of birth is required at registration for the purposes of preventing the creation of duplicate applications in the system. For security, this information is locked after completion of the background check application form and is not made available to the user or organization.

This is the bottom of the registration page. Once all of the information is entered, click on the 'Submit Registration' button.

*Date of Birth: 1/17/1957 mm/dd/yyyy

*Date of Birth: 1/17/1957 mm/dd/yyyy

Date of birth is required at registration for the purposes of preventing the creation of duplicate applications in the system. For security, this information is locked after completion of the background check application form and is not made available to the user or organization.

Personal Email: rjohns@yahoo.com ?

Personal Email (again): rjohns@yahoo.com

* Denotes a required field

Submit Registration [Cancel registration](#)

When selecting a username and password, please refer to the following guidelines:

- User ID and password are case insensitive (case does not matter).
- User ID and password should each be at least 6 characters in length, preferably 8 or more up to a maximum of 30 characters.
- Password should not be a dictionary word (these are easily guessed).
- Password should not be derived from personal data (phone number, name, address, birthdate, pet name, anniversary, etc).
- User ID and password should contain a combination of alphabetic characters and numerals only - spaces and punctuation characters are not allowed.

If all of the information is entered correctly this screen will be shown. If there is a problem with what was entered, the program will come back and list all of the errors at the top of the screen. Click on the 'click here' link to continue.

The Diocese of Victoria

eAppsDB applications online

[Help](#) **Victoria: Demo Parish** [Logout](#) Site Admin

New User Registration

You have successfully registered a new applicant in the system.

The link provided below will take you to the application overview screen so that you can complete the various application forms. If you are unable to complete and submit the application at this time, you can access the application at a later time by clicking on the 'edit' link provided in the search result listings.

Please [click here](#) to continue with the application.

This is the Application Overview screen.

Proceed through each of the questions by clicking next to the red “x’s”. Once they are complete, a green check mark will appear.

When *all* areas are marked with a green check mark, submit the application.

The Diocese of Victoria
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Victoria: Demo Parish
Logout Site Admin

APPLICATION OVERVIEW

[Admin Menu](#) Application: 3086 [Process Application Screen](#)

Status: Application Not Complete Please complete the following forms:

Workshop Dates

Mr. Robert Lee Johnson Jr.
1281 Turnhollow Dr.
Victoria, TX 77903

[View All Application Data](#)
(Displays all unlocked application information)

[Submit Application](#) [Help](#)

- ✓ [Main Application](#)
- ✗ [Diocese of Victoria Questionnaire](#)
- ✗ [Residential History](#)
- ✗ [Employment History](#)
- ✗ [Educational History](#)
- ✗ [Volunteer History](#)
- ✗ [References ?](#)
- ✗ [Declarations](#)
- ✗ [Background Check](#)
- ✓ [Select Sites](#)

Once the application is complete, this button will highlight. Click the “Submit Application” button and wait for confirmation of submission.

The Diocese of Victoria
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Victoria: Demo Parish
Logout Site Admin

APPLICATION OVERVIEW - FOR EMPLOYEE

[Admin Menu](#) Application: 3086 [Process Application Screen](#)

Status: Application Completed (not submitted) Please complete the following forms:

Workshop Dates

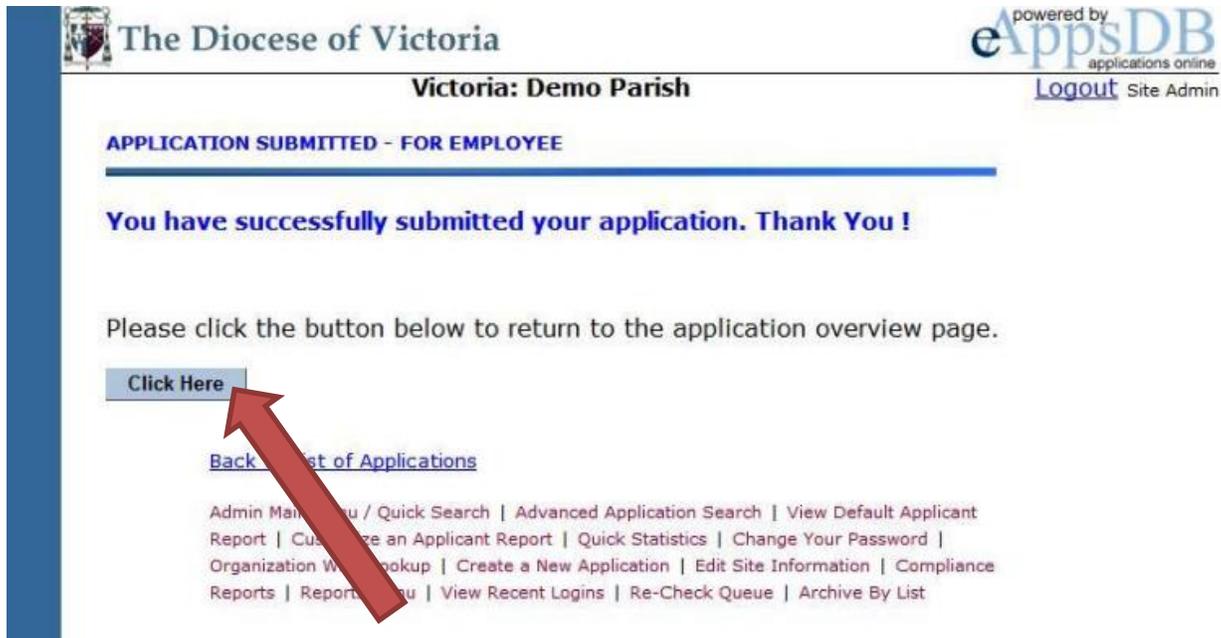
Mr. Robert Lee Johnson Jr.
1281 Turnhollow Dr.
Victoria, TX 77903

[View All Application Data](#)
(Displays all unlocked application information)

[Submit Application](#) [Help](#)

- ✓ [Main Application](#)
- ✓ [Diocese of Victoria Questionnaire](#)
- ✓ [Residential History](#)
- ✓ [Employment History](#)
- ✓ [Educational History](#)
- ✓ [Volunteer History](#)
- ✓ [References ?](#)
- ✓ [Declarations](#)
- ✓ [Background Check \(Locked\)](#)
- ✓ [Select Sites](#)

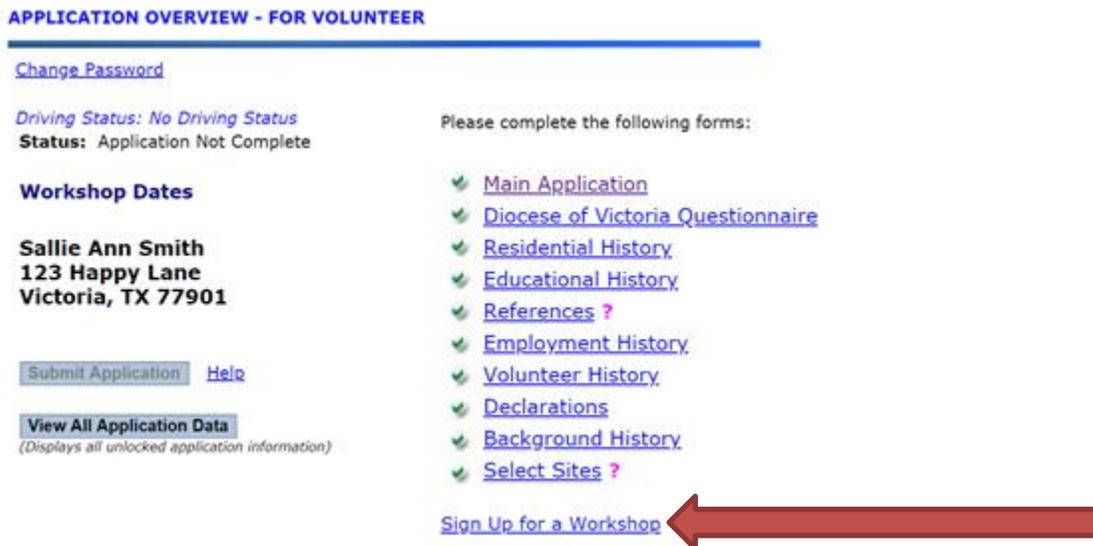
This message will appear if the application was submitted successfully.



The screenshot shows the top navigation bar with the Diocese of Victoria logo and name, the site title "Victoria: Demo Parish", and the eAppsDB logo with "powered by" and "applications online" text. A "Logout Site Admin" link is visible. The main content area has a blue header "APPLICATION SUBMITTED - FOR EMPLOYEE" and a large blue message: "You have successfully submitted your application. Thank You!". Below this is a text prompt: "Please click the button below to return to the application overview page." A blue button labeled "Click Here" is shown with a red arrow pointing to it. Underneath the button is a link "Back to List of Applications" and a list of site navigation links including "Admin Main Menu / Quick Search", "Advanced Application Search", "View Default Applicant Report", "Customize an Applicant Report", "Quick Statistics", "Change Your Password", "Organization Web Lookup", "Create a New Application", "Edit Site Information", "Compliance Reports", "Report Queue", "View Recent Logins", "Re-Check Queue", and "Archive By List".

After submitting your application, please Sign Up for a Workshop by clicking on the “Click Here” link to return to the Application Overview page.

Once on the Application Overview, click on the “Sign Up for a Workshop” link



The screenshot shows the "APPLICATION OVERVIEW - FOR VOLUNTEER" page. It includes a "Change Password" link, a "Driving Status: No Driving Status" and "Status: Application Not Complete" section, and "Workshop Dates" for Sallie Ann Smith at 123 Happy Lane, Victoria, TX 77901. There are buttons for "Submit Application" and "Help", and a "View All Application Data" button with a note "(Displays all unlocked application information)". A list of forms to be completed is shown with green checkmarks: "Main Application", "Diocese of Victoria Questionnaire", "Residential History", "Educational History", "References ?", "Employment History", "Volunteer History", "Declarations", "Background History", and "Select Sites ?". At the bottom, a "Sign Up for a Workshop" link is highlighted with a red arrow.

You will be directed here where you can pick a date range or a site/location to take your SAFE/CPC live class. Simply click on “Sign Up” and you are signed up!

The Diocese of Victoria eappsDB
applications online
Logout

Applicant Workshop Sign Up

[Return to Menu](#)

WORKSHOP HISTORY FOR SALLIE SMITH

WORKSHOP	DATE ATTENDED
SAFE/CPC Workshop (originally Hope of S Tx)	

SEARCH OPTIONS

Name/Title: SAFE/CPC Workshop (originally Hope of S Tx) Show Upcoming Workshops Show all Workshops

Show any workshops I have signed up for.

Site/Location:

Date: (mm/dd/yyyy) End Date: (for range)

[View Workshop Dates](#)

WORKSHOP NAME	PRE-REQUISITE	TRAINING LOCATION	DATE/TIME	Min/Max # REG	
SAFE/CPC Workshop (originally Hope of S Tx) Language: English		St Rose of Lima Catholic School, Schulenburg	Monday 2/11/2019 5:15 PM to 7:15 PM	1/20 0	Sign Up
Workshop Notes: St. Rose of Lima Catholic School Family Life Center 405 Black St.					
SAFE/CPC Workshop (originally Hope of S Tx) Language: English		St Anthony Catholic School, Columbus	Thursday 2/21/2019 6:00 PM to 8:00 PM	1/15 0	Sign Up
Workshop Notes: 635 Bonham St. Anthony School Library					



After the application/background check has been submitted, you have 90 days* to complete the SAFE/CPC training.

***In some cases, the parish/school may require you to complete the class PRIOR to beginning employment or volunteer services.**