

# Safe Parish Instructions

Listed below is the URL link for the Archdiocese of Indianapolis **Safe Parish** website. If you are logging on for the first time, click on the **Register** link and you will be taken to a passcode screen. The initial passcode is **Archindy2021** and is case sensitive, so the **A** must be capitalized. Once you are in the system, you will choose your location using the drop-down box, and then you will be required to choose which role you are performing. These are:

- Candidate for Ordination
- Deacon
- Educator
- Employee
- Priest
- Volunteer

Once you click on a role, you will need to input what position/ministry you are performing under that role. You then will input your personal information on the next screen.

After completing those steps, you will be prompted to establish a unique username and password. **Please remember these for future use!** At this point, you will be registered on the **Safe Parish** site.

Next, you will be required to do three things:

- 1) Input the information for the background check and submit.
- 2) Electronically sign the Code of Conduct form
- 3) Complete the Safe Parish training (approx. 40 minutes)

All the above items are shown on your My Account screen and can be accessed by clicking on the items.

When taking the training, which is shown on the My Training screen, if you do not complete the entire training and log out, your progress will be saved.

When you click to submit your background check information, you will be taken to a screen that accesses Barada Associates, which is the company that performs the background checks. You will then be required to re-input your name, Parish city, Parish name, and indicate which position/duty you will be performing for the Parish, which in turn will determine the type of background check that is required. The drop-down box gives the following choices:

- 1) Clergy
- 2) Church/Agency only – Employee or Contractor
- 3) School – Non-teaching or Contractor of School
- 4) Volunteer of Parish or School
- 5) School – Teacher, Principal, Contracted Teacher or Substitute Teacher of School

You will then input your ministry and go to the next screen where you will be required to electronically sign the Applicant Disclosure screen. The next screen is an info screen. When you hit next again, you will be taken to the Applicant Release Screen where you will be required to input additional information that

is used for the background check. You will then electronically sign the Applicant Release. When you click on the “Next” button, the information will be submitted to Barada and you will be taken back to the **Safe Parish** screen. There will be a delay before the “Submit New Background Check” box on your My Account screen fills-in to show that you have submitted the background check information, so do not resubmit.

If you selected the school employee or teacher package, an additional background check will be required through the Department of Child Services (DCS). After submitting the information for the initial background check (item 3 or 5 above), in approximately 24 hours, you will receive two separate emails from **kidtraks@dcs.in.gov**. One email contains the link to use to access the website and the other email contains the password to use at that website. The website link is only good for two weeks. Please check your spam file if you don’t receive these emails in your normal inbox. Additionally, you can only access this website on a computer. Smart phones or tablets will not work with this website.

**Safe Parish Link:**

<https://www.archindysafeparish.org/?logout=1>