

Dear Catechists, Facilitators and Substitutes:

We are all aware of the grave problem of the abuse of children that exists within society. Each of us must do all that we can to help protect those children entrusted to us.

This is especially important for those that work and minister in the Church.

As a critical part of our safe environment policy for young people, the **Diocese of Pittsburgh is creating a centralized electronic database** of those that work and minister in the Church who have contact with young people under the age of 18. To create this secured diocesan database, ***all who have contact with the youth of our parish are now required to create an electronic file by completing an application.*** This includes any clergy, religious, employee or volunteer in the parish who have contact with youth in their work or ministry.

Thank you so much for all you do for the Church, and for helping to ensure that our parishes, schools and ministries are safe environments for our children . Instructions for registering in the online database are below. The registration process will take about 20 minutes and can be done in stages.

Instructions for registering in the Diocesan Database

1. Navigate to the website
https://www.eappsdb.com/Login.asp?ORGZ_KEY=39 (You may also navigate to this link from our home page at www.saintkilian.org - look under “**ITEMS OF INTEREST**” (• **Link for online Diocesan Database Application**))
2. 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.”
3. You will now be at the “New User Registration” screen, and all fields under this will require entry except for the email address.
4. In the “Primary Site” field, select the entity where you do the majority of your work or ministry. For many of you that will be - **Mars: Saint Kilian Catechetical Program** - which you select from the drop down menu.
5. 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.
6. This will take you to the “access code field” where you enter the diocesan password which is- **protect**
7. In the “First Name” and “Last Name” fields, type in your name as it appears on your driver’s license. In the “Date of Birth” field, type your date of birth in the mm/dd/yyyy format. You will be asked to type it in twice.

8. 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.
9. Then, click on the underlined link where it says, “Please click here to login and continue your application.”
10. At the Login Page enter your User ID and Password, and click “Login.” This will take you to the “Application Screen” for you to fill out your application.

If you have any difficulties, please contact Celine Mitchell - cmitchell@saintkilian.org or 724-625-1665 x107