**How to Access Creating a Safe Environment (CASE) Online Training**

When completing Initial Training or Re-Training use the same login information.

**Parish/Community: Our Lady of the Lakes, Penn Yan or St. Michael’s School, Penn Yan**

**Username: For Our Lady of the Lakes: IT359; for St. Michael’s School: IT20**

**Password: initial (type the word “initial” and not your own initials)**

To access CASE Online, follow these steps:

1. Open Internet Explorer. (No other web browser will work.) Enter <http://ec.dor.org> (There is no www.)
2. Click on the “Creating a Safe Environment for Volunteers” box. Do not register for the on-line learning center.
3. Click on the button outlined in Red, “Creating a Safe Environment for Volunteers”
4. Click the Red button for First-Time Training or Blue for Re-Training.
5. Enter Log-In Information shown above.

Need help? Call Patty Larzelere at 315-536-7459.

***\*\*Volunteers under age 18 must complete CASE Training In Person only.\*\****

Instructions for Online CASE Training:

* Only one volunteer may take the Quiz at a time. Two volunteers taking one quiz is not allowed.
* Use a desktop or laptop computer (PC or MAC). **Do not** use tablets or mobile devices.
* ***Use the latest version of Internet Explorer.*** (Google Chrome, Mozilla Firefox and Safari do not support Flash & Java.)
* **You must have Adobe Flash and Reader installed on their computer.** This free software can be found at <http://www.adobe.com>.
* **You must disable your web browser’s pop-up blocker.**
* You must be using a computer connected to a printer to print CASE Certificate and Quiz Results. If there is no access to a printer, you may either save the files as a .pdf, take a Screen Shot, or take a photo of these documents and send them to Patty Larzelere via e-mail. You may also complete CASE training at a parish or school computer with access to a printer.
* Do NOT create your own account in the Online Learning Center to access CASE.
* Recommendations:
	+ The training can be completed in 1 hour. Do NOT stop half-way and save progress. If you do, you must clear all History, cookies and cache in the browser *and start OVER again.*
	+ The name of the parish is Our Lady of the Lakes, Penn Yan. *If a school only volunteer,* use St. Michael’s School, Penn Yan.

**Return** the Background Authorization, volunteer code of conduct and driver form (if applicable) and printed results of your CASE Quiz and the Completion Certificate to Patty Larzelere, CASE Coordinator. **You are not eligible to volunteer until you have been contacted by Patty again.**

**Not an online person? Ask for a live training!**