

Dear Brothers,

The Archdiocese of Baltimore is committed to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With this in mind, the Archdiocese now uses *Shield the Vulnerable*, a compliance management system that facilitates compliance with Archdiocesan child protection requirements for all clergy, religious, employees, and volunteers in the Archdiocese.

Because of our continuing commitment to the children and youth of our Church, all clergy, religious, and employees of the Archdiocese are required to register on the *Shield the Vulnerable* system and complete the new online safe environment training, *Protect the Children: STAND*, by **December 31, 2014**. The revised *Statement of Policy for the Protection of Children and Youth* requires that all clergy, religious, and employees as well as all volunteers who have substantial contact with minors renew this safe environment training every five years.

Please register at [www.shieldthevulnerable.org](http://www.shieldthevulnerable.org)

1. Select *First-Time Signup*
2. Select *Catholic Dioceses*
3. Select *Baltimore Archdiocese*, then select *Confirm*
4. You will then see a letter from Archbishop Lori. After reading his letter, select *NEXT*.
5. **User Login Data** section: You will **create** your own login-ID and password. Once all requested information is completed, select *Next Step*.
6. **Affiliation** section: Select *Clergy/Religious/Seminarian* as User Type.
7. Select the appropriate Location Type, Where Located, and Location Name.
  - If you are not assigned to a parish, please select *Catholic Center* for the Location Type and Office of the Archbishop for Location Name.
8. Select the appropriate Primary Position. Then select *Next Step*.
9. You will be asked, “Do you work at another location?” and “Do you volunteer at another location?” Please answer *No* to both questions. (We understand that most clergy serve at several locations. Your information is maintained centrally in the Office of Clergy Personnel.)
10. **Application Info** section: Answer the three questions for volunteers/employees/clergy. Then select, *Next Step*.
11. **Summary/Confirm** section: Review your information. If it is correct, select *Accept* and then *Confirm Signup*.
  - At this time, the UserType for clergy will be shown as *Employee* on the Summary/Confirm section.
12. Next you will need to complete ***Protect the Children: STAND*** online training.
13. Once you have finished the training, you will be asked to read the Archdiocese of Baltimore’s child and youth protection policies: *A Statement of Policy for the Protection of Children and Youth* and the *Code of Conduct for Church Personnel in the Archdiocese of Baltimore*. You will be asked to answer questions about the policies.

Thank you for your commitment to the children and youth of the Church. Please contact the Archdiocese’s Office of Child and Youth Protection at 410-547-5348 if you have any questions or concerns.

Sincerely,

Msgr. James Hannon

Director, Clergy Personnel  
Interim Director of the Seton Vicariate