



ARCHDIOCESE OF BALTIMORE

OFFICE OF THE ARCHBISHOP DIVISION OF CLERGY PERSONNEL

September 16, 2014

Dear Brothers,

As you know, the Archdiocese of Baltimore has a commitment to maintaining the trust of the faithful by providing our children and youth with safe environments characterized by healthy relationships. With our longstanding commitment in mind, all parishes and archdiocesan Catholic schools will be using *Shield the Vulnerable*, a new compliance management system that allows all parishes and schools to facilitate compliance with archdiocesan child protection requirements for all volunteers who work with minors, employees, and clergy.

Please register at 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. 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