

## eAppsDB Instructions for Volunteers

Log on to the Archdiocese website at [www.archchicago.org](http://www.archchicago.org) to access eAppsDB.

- At the Archdiocese website, go to the section labeled “Protecting Children”.
- Click on the “Background Screening” link in that section. This will take you to the eAppsDB login page for the Archdiocese of Chicago.
- At the ‘Login Page’ of eAppsDB, you will first need to register for an account. To do so, click on the underlined ‘click here’ in the phrase ‘If you do not have a user id and password, please click here to register’ located at the top of the page.

You should now be at the ‘New User Registration’ screen.

- All fields on this screen require entry except email address.
  - In the ‘Primary Site’ field, select the diocese entity at which you do the majority of your volunteer work.
  - **The ‘Access Code’ field requires entry of a code provided by the Archdiocese of Chicago. The access code is set as ‘protection’.**
  - A choice for ‘type of application’ is required – click on the ‘volunteer’ button.
  - In the ‘User ID’ field, you should enter a user ID that you would like to use for access to your application. Please read the requirements for user ID at the bottom of the registration screen.
  - In the ‘Password’ field, you should enter a password that you would like to use for access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
  - In the ‘First Name’ and ‘Last Name’ fields, please enter your name as it appears on your driver’s license.
  - In the ‘Date of Birth’ field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.
- ✓ Please **write down and save your user ID and password** in a safe place for future use.

Once you have completed the requested information, click the ‘Register’ button.

You should receive a message indicating that you have been successfully registered in the system. To continue with the application process, click the link that says: ‘Please click here to login and continue your application’. This will take you to the ‘Login Page’ screen.

- At the ‘Login Page’ enter your user ID and password in the areas provided and click ‘Login’ to continue.
- After successfully logging in to eAppsDB, you will be taken to the ‘Application Overview’ screen for your application.

**An \* by a field indicates that entry is required in the field. Required fields must be completed before information will be accepted and saved.**

The ‘Application Overview’ screen provides the following information:

- The status of your application.
- A list of application forms required by your organization to be completed.
- The option to view or submit your application.

A red 'X' located by each application form indicates that the form has not been completed. To fill out the forms, click on the form name in the list on the right hand side of the screen. After completing requested information in each section, click 'Save'. A green check mark will appear by the forms that have been successfully completed. After all forms have been successfully completed, the 'Submit Application' button will be activated and you will be able to submit your application.

To get started, click on the 'Main Application' form.

'Main Application' form contains the following items:

- Your full legal name as it appears on your driver's license (first, middle, last). *Do not enter prefixes in the first name field (Example: 'Mr', 'Dr', 'Sister', etc.). Only enter suffixes in the suffix field (Example: 'Sr', 'Jr', 'III', etc.).*
- There are two fields for last name. The last name entered in the last name field will be used as the alphabetizing last name. If you have a hyphenated last name, enter it entirely in the last name field (Example: Smith-Johnson). The area for 'second last name' should only be used if necessary (Example: David Garcia Hernandez. In this case, Garcia will be the alphabetizing last name and Hernandez will be listed in the second last name field. Example: Livingston Peshu Kombo. In this case, Kombo will be the alphabetizing last name and Peshu will be listed in the second last name field.).
- Address, city, state, zip
- Phone – home, work
- Email address

The 'Archdiocese of Chicago Questionnaire' form contains the following items/questions:

- Primary Parish/School/Agency that you are applying or currently hold a position for (select from drop down box) and start date
- Position you are applying or currently hold (write in)
- What interested you in this position?
- What has prepared you for this position?
- Does position entail regular contact with children?

The 'Residential History' form requires you to either:

- Click on the check box if you have lived in your current residence for longer than 7 years or
- Add residential history (beginning and ending date, city, state, zip and country) if you have not lived in your current residence for longer than 7 years. Continue to add residential history until at least 7 years of history is entered.

The 'Employment History' form requires you to either:

- Click on the check box if you have 'NO' employment history or
- Starting with current employer, list your employment history (beginning and ending date, company name, city, state, zip, country, supervisor [first and last name], supervisor phone, position, job description and reason for leaving) for the past 7 years.

The 'Educational History' form requires you to either:

- Click on the check box if you have 'NO' educational history or
- Starting with High School, list your educational history (beginning and ending date, program or degree, completed, school name, school type, city, state, zip and country).

The 'Volunteer History' form requires: you to either:

- Click on the check box if you have 'NO' volunteer history or
- List a maximum of 5 of your most recent volunteer activities (beginning and ending date, organization, city, state, country, contact [first and last name], contact phone, position, and duties).

The 'References' form requires:

- 1 Professional and 3 Personal references (name [first and last name], city, state, country, daytime phone and how long have you known this person)

Note: A Professional reference is a reference from a Supervisor who you have worked for in a professional and/or volunteer capacity. A Personal reference is a reference from a friend, co-worker (including volunteer activities) and/or family member.

The 'Declarations' form requires you to:

- Verify your agreement with the organization policies by clicking on the check box next to each statement and
- Complete the screen by checking the box next to 'Check here to indicate your signature on this form' and entering the current date.

The 'Background Check Information' form requires:

- Answers to questions regarding convictions, founded cases on child abuse or neglect
- Name changes in the past 7 years.
- Driver's license number
- Date of Birth
- Gender

The 'Selected Sites' form contains the following information:

- Your Primary Parish/School/Agency will be indicated in 'Red'.
- If you would like your application viewable by other sites, you can choose them in this section.

Now that you have completed all sections, you may 'submit' your application. Click on the 'Submit Application' button and follow the screen instructions along the way. When the submission of your application has been completed successfully you will receive the following confirmation message, 'You have successfully submitted the application. Thank you!'

**If questions should arise during your application process, please click on 'HELP' in the top left hand corner of the screen in which you are currently working. You will be taken to the HELP screen information for that section. If you should have questions or need assistance, please contact our office at [support@eappsdb.com](mailto:support@eappsdb.com) or phone 512/ 231-1238, ext. 305.**