

Catholic Mutual Safe Environment Solutions
Archdiocese of Milwaukee – Safe Environment Training
End-User Account Set-Up Instructions

Account Set-Up:

1. Please read the instructions below. This document contains instructions for setting up your safe environment account. If you have already read these, please scroll down to the link at the bottom. **The screen prints are samples only – these will help during your account set-up, background check authorization, and accessing the training modules.** The site can also be accessed at www.in2vate.com/catholicmutualse. Compatible browsers include Internet Explorer 9 or higher, Chrome, and Safari. Training is not compatible with portable devices such as iPods, tablets or smart phones at this time. If you view the required documents on one of these devices, you will not be able to answer the questions at the end and will not get credit for completion.
2. The Archdiocese of Milwaukee **REQUIRES** a background check – Make sure you have the following documents accessible: social security number, address and telephone number.
3. You will be able to self-register on this landing page. **Click on “Create An Account”.** If you already have an account, login and proceed to step #9.



Catholic Mutual Group: Safe Environment Solutions
Looking for the Defensive Driving Online Training? [Click here](#)

[Create An Account](#)

[en Español](#)
[User Instructions](#)
[Need Assistance?](#)

Welcome to the Risk Management online Safe Environment training area. Catholic Mutual has been practicing Enterprise Risk Management (ERM) since the mid-1980's. Our ERM, combined with unparalleled risk resources, make us the premier provider of risk management to Catholic parishes, schools, Catholic Charities and other Catholic institutions. We take our promise to be there for our members in times of need, and in-between times, very seriously. We are a trusted partner because we have actual, proven solutions in place and ready to go to manage the property and liability exposures of the Church.

As the only coverage provider listed in the Official Catholic Directory, we fully understand the hierarchy of the Church. We are directly involved in servicing Church organizations such as parishes, schools and Catholic Charities, to meet their goals and objectives, while always keeping our members' big picture in

4. Complete the requested information, noting the following:
 - Because every user across the entire in2vate system must have a unique User Name, we recommend that you use your complete email address.
 - Create a password that is at least 6 characters long.
 - You are able to change your password at any time by clicking “Update My Account” in the upper right-hand corner of the screen. Type your new password and hit “save”.
 - If you do not have an email account, choose a highly unique User Name and enter noaddress@example.com in the Email area.
5. Select your Organization (**Archdiocese of Milwaukee**) and click ‘Submit’.

Create your account

Username

Password

Confirm Password

First name

Middle name

Last name

Email

Organization

Choose your organization

- Charlotte, Diocese of
- CM - Safe Environment (demo) DO NOT CHOOSE
- Duluth, MN, Diocese of
- Hamilton, Diocese of
- Milwaukee, WI, Archdiocese of

Submit

6. Next you will select:

- Primary location (parish or school)
- Profile – **Trainee**
- Role

Locations Profiles and Roles

Location: Choose your location

Profile: Choose your certification status

Role:

- Candidate for Ordination
- Deacon
- Educator
- Employee
- Priest
- Volunteer

[What is my role?](#)

Submit

Locations Profiles and Roles

Location: Choose your location

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Role:

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- Deacon
- Educator
- Employee
- Priest
- Volunteer

[What is my role?](#)

Submit

Role:

- Candidate for Ordination
- Deacon
- Educator
- Employee
- Priest
- Religious Ed
- Volunteer

[What is my role?](#)

- **Priests/Deacons** – Religious order or diocesan priests/deacons in active or supply ministry (including “retired” clerics who continue to celebrate occasional sacraments), including diocesan priests/deacons who are living outside of the diocese.
- **Candidates for Ordination** – All men in formation, including seminarians and those preparing for the permanent diaconate;
- **Educators** – Paid teachers, principals, and administrators in diocesan/eparchial and parish schools
- **Employees** – Paid persons (other than priests/deacons or educators). This includes any individual employed by and working directly for the diocese/eparchy or parishes/schools. Examples include central office/chancery/pastoral center personnel, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc.
- **Volunteers** – Unpaid persons who actively assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

Submit

9. The Archdiocese of Milwaukee page will show you what requirements are still pending. If you completed the background check process as required, this box will already have a green check mark. The links will take you directly to any area that is still pending.

The screenshot shows a navigation bar with 'My Arch/Diocese', 'Adults' Training', 'Smarter Adults', and 'Reporting Abuse'. A sidebar on the left lists 'My Arch/Diocese' with sub-items: 'Message from the Arch/Diocese', 'News', 'Arch/Diocesan Information', and 'Important Contacts'. The main content area features a red heading: 'Welcome! You need to complete a few things.' Below this are three red 'X' icons with corresponding text: 'You have not yet completed the required document: [Archdiocese of Milwaukee Background Consent Form](#)', 'You have not yet completed the online training module/document: [CM Required Code of Ethical Standards and Mandatory Reporting Policy \(Milwaukee\)](#)', and 'You have not yet pre-registered for the live training: [Safe Environment Training](#)'. Red arrows point to the second and third links.

10. You can click the green 'Start' to launch the program.

The screenshot shows the 'Adults' Training' section of the website. A sidebar on the left contains 'Online Training Modules', 'Register for Live Training', and 'Training FAQ's'. A red arrow points to the 'Register for Live Training' link. The main content area is titled 'Online Training Modules' and displays a card for 'CM Required Code of Ethical Standards and Mandatory Reporting Policy (Milwaukee)'. The card includes a green 'start' button with a play icon, and text indicating 'Assigned: 06/15/2015' and 'Due: 06/29/2015'.

11. **The Archdiocese of Milwaukee requires initial safe environment training to be live.** You can pre-register for upcoming 'Live' training sessions. For additional events, please review the Archdiocese calendar at www.archmil.org.

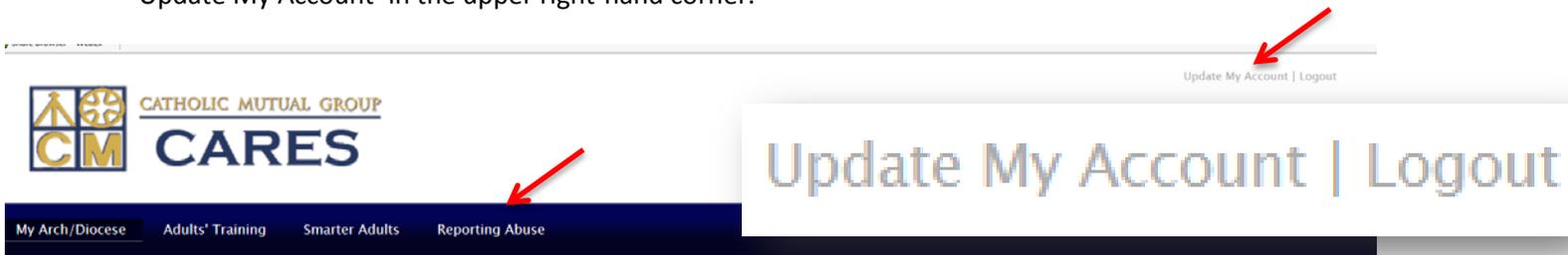
The screenshot shows the 'Live Training' section. A sidebar on the left lists 'Online Training Modules', 'Register for Live Training', 'Training FAQ's', 'My Training Report', 'Safe Environment Assessments', and 'Message Center'. Below this is a link: 'Have I Completed My Safe Environment Requirements?'. The main content area is titled 'Live Training:' and contains the text: 'Online training is the primary delivery mechanism for this safe environment program. Therefore, this functionality should not be used unless specifically instructed by your safe environment coordinator.' Below this text is a blue underlined link: 'Pre-register for an upcoming live training session.' A red arrow points to this link.

12. A list of safe environment trainings will be available. Please select the session you want to attend and click 'Submit Registration' at the bottom of the page. The coordinator will be notified of your upcoming attendance.

Please choose the training session you would like to attend.

- Safe Environment Training**
Where: St Veronica Parish (MILWAUKEE)
When: Saturday, July 25, 2015
9:00 AM
Estimated time: 3 hrs
Spaces 50 of 50
remaining:
Notes: **Johnson Hall**
-  **Safe Environment Training**
Where: Messmer High School (MILWAUKEE)
When: Thursday, August 6, 2015
12:30 PM
Estimated time: 3 hrs
Spaces 25 of 25
remaining:
- Safe Environment Training**
Where: St Francis Borgia (CEDARBURG)
When: Thursday, August 20, 2015
6:00 PM
Estimated time: 3 hrs
Spaces 50 of 50
remaining:

13. The system also allows you to update your password, learn more about reporting abuse, and resubmit your background check (if requested by the Archdiocese). Click 'Update My Account' in the upper right-hand corner.



 CATHOLIC MUTUAL GROUP
CARES

My Arch/Diocese Adults' Training Smarter Adults **Reporting Abuse**

Update My Account | Logout

Update My Account | Logout

The completion of the Code of Conduct, Registration and Notification acknowledgement, pre-registration for a live session and/or recertification training will be available to your parish system administrator.