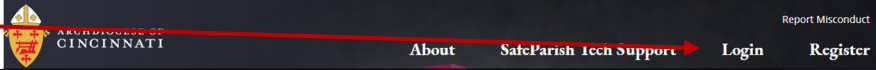
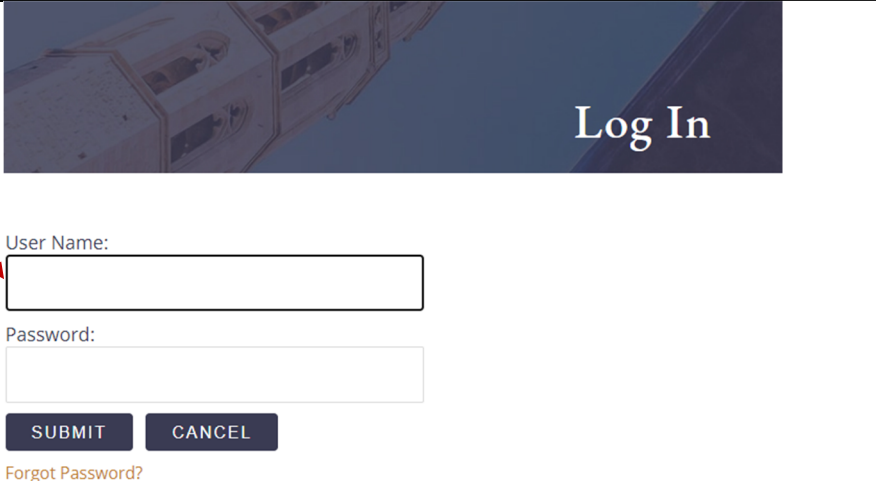
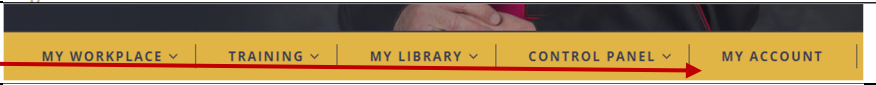
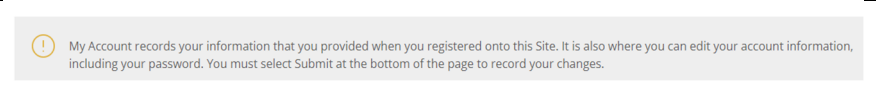
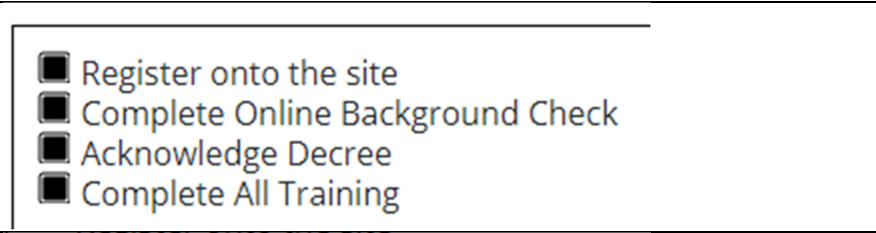
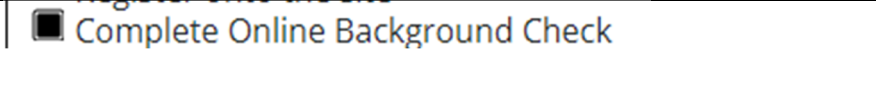

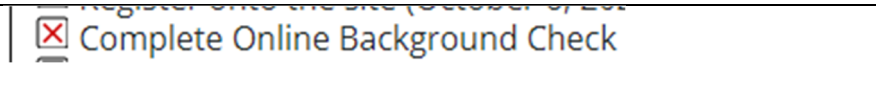
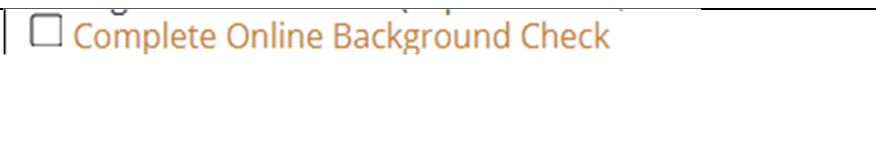


Making Changes in SafeParish

Go to aocsafeenvironment.org	
Click on the Login link.	
Type in your Username and Password. Click the 'Submit' button.	
Click on the 'My Account' link.	
You will immediately be taken to your personal information.	
The first information is the dashboard where you will see your requirements and what needs to be completed.	
If a box is completely filled in, the requirement has been completed.	
If a box is partially filled in, the requirement is still in process.	
If a box has a red 'X' in it, it's been flagged or failed to be completed.	
If the item needs to be completed yet, click on the link so you can complete the requirement.	

Below the dashboard, you will see this link – ‘Edit Orgs/Roles’ where you can make changes to your locations, roles and sub-roles within the Archdiocese of Cincinnati.

Remember to click the ‘submit button at the bottom of the page to save your changes.

Edit Orgs/Roles

Below, you will see your username and password clue. You also have the option to change your password here.

Change Password To:

You can change your password by entering a new password here.

IF YOU CHANGE YOUR PASSWORD BE SURE TO WRITE IT DOWN FOR FUTURE REFERENCE AND REMOVE YOUR PREVIOUS PASSWORD.

In addition, you may also want to change your Password Hint to reflect your new password.

Below this, you will see your personal information. Here you can make any necessary changes.

IF you have made any changes on this page, be sure to click the ‘Submit’ button at the bottom of the page to save your changes.

If you would like to keep your original information, click the ‘Cancel’ button at the bottom of the page to remove your changes.