

Instructions for creating your profile for Safe Environment

All employees and volunteers of the Archdiocese of New Orleans who have regular contact with minors. The application form must be completed by the applicant.

- 1) Your profile is setup and maintained on the Austin computing website: <https://eappsdb.com/no>. The screen below is what should appear when accessing the website

eAppsDB.com powered by eAppsDB applications online

Help

Login Page

*Please select the organization: [dropdown] Register ?

User ID: [input field]

Password: [input field]

Login

For technical support related to this website, [click here](#).
For support related to Diocese' policies and procedures, [click here](#).
copyright © 2002-2017 by [Austin Computing Solutions](#).

VERIFIED & SECURED
VERIFIED & SECURED

ChurchDB – Web-based Church Management Software

- 2) If you do not have a user ID and password, please follow the instructions to create one. If you have forgotten your login information, you can ask to retrieve it.
- 3) The **access code** for the Archdiocese of New Orleans is – **safety**
- 4) Complete the new user registration – click submit registration
**NOTE – Whenever you are asked for a date, it has to be in the form of mm/dd/yyyy
- 5) Complete the Application Overview
 - Each section must have a green check before you can submit your application
 - Every section marked with an asterisk (*) must be completed. You will not be allowed to continue to the next section unless mandatory information is entered.
 - ✓ When asked the question “type of application”, please select employment or volunteer. *Do not* select “employee at a private school”.
 - At the end of each section, **remember to SAVE** the information and then return to Application Overview
 - When you select your sites, put your primary site of ministry first (usually your employer or school/church where you will volunteer the most.)
 - ✓ If you are the parent of a female student who participates in a Rummel group, please list your daughter’s school as your primary site and Rummel as a secondary site.
 - If you are a volunteer, please do not just put “volunteer”; include the group/team that you will be working with, i.e. “band volunteer”, “cafeteria volunteer”, etc.
- 6) Submit your application, following the page instructions along the way. Click “Process Application Screen” when you have completed all of the sections. Your application will be received and sent to your primary ministry site where they will enter your Background Screening date and Safe Environment training date.
- 7) If your personal information changes or you change ministry sites, you can login and make the changes at any time.
- 8) A background check will be run after you complete your online profile. This background check is mandatory for your employment with Archbishop Rummel High School.

Thank you for all that you do for our students. We appreciate the time and effort you put forth to help them succeed as young Christian men. Safe Environment training must be renewed every 3 years.