

**VOLUNTEERS WITH SUBSTANTIAL CONTACT  
WITH CHILDREN & YOUTH and THOSE WITH PARISH LEADERSHIP ROLES**



**Shieldthevulnerable.org**



*If you have already registered through the SHIELD site as a volunteer or employee at another parish in the Baltimore Archdiocese, please click on "ALREADY SIGNED-UP. LOG-IN HERE".*

1. Go to "My Account" open Affiliation and click on "Add affiliation" at the bottom of the screen.
2. Add St. Louis as another place where you will volunteer and choose your "primary location."

***If you have not registered as a volunteer or employee at another parish in the Baltimore Archdiocese, please click on "FIRST TIME SIGN-UP"***

1. Select *Catholic Diocese, then Baltimore Archdiocese, then select Confirm*
2. You will then see a letter from Archbishop Lori. After reading his letter, select *NEXT*.
3. **User Login Data** section: You will **create** your own login-ID and password. Once all requested information is completed, select *Next Step*.
4. **Affiliation** section: Select *Volunteer* as User Type.
5. Select the appropriate Location Type, Where Located, and Location Name.
6. Because you are working with children or are a parish leader, select *Substantial contact w/children*. However, if you also will be driving children as part of your volunteer service, then select *Drivers with contact*. Then select *Next Step*.
7. You will be asked, "Do you volunteer at another location?" If you will be serving at another location, repeat steps 6-8 for that location.
8. **Application Info** section: You will be asked, "Are you a new volunteer?" For SHIELD purposes, you are new, so Select *Yes*.
9. Answer the three questions for volunteers/employees. Since we have already checked references under STAND, it's best to use those if you remember them. If you are using new references, please provide e-mail addresses to expedite the process and alert your reference that they will be getting an e-mail with attachment from St. Louis. Then select, *Next Step*.
10. **Summary/Confirm** section: Review your information. If it is correct, select *Accept* and then *Confirm Signup*.
11. **Background Check Registration/Criminal History Screening**: We need to re-do the screening under this new system to "set the clock" right for re-certification. Complete the background check form and authorization. Enter your electronic signature, then choose *I Consent to the Background Check* .
12. Next you will 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!**

Questions? Contact Marianne Faulstich --- [mfaulstich@stlouisparish.org](mailto:mfaulstich@stlouisparish.org)