Log on to the Archdiocese website at www.archchicago.org to access eAppsDB.
- At the Archdiocese website, scroll down and click on the left section titled "Protecting Children".
- Once in the Office for the Protection of Children and Youth site, select the "Compliance for Clergy, Employees and Volunteers" link on the menu located on the left-side of page.
- Go to "Criminal Background Screening Online Application".
- 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.
- 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 must be filled in except the email address.
- In the "Primary Parish/School/Agency" select the diocesan entity where you volunteer. Click the blue box "Open the Search Site". [Example: If you volunteer at "St. Mary's", enter Mary. A list of all schools/parishes with "Mary" appear. Select your site.] The search works best if you enter one word, rather than the entire site name.
- **The 'Access Code' is set as the word, 'PROTECTION'.**
- Please select one: Archdiocese of Chicago *or* Religious Community Member/Religious sponsored volunteer. You need to choose Archdiocese of Chicago UNLESS you are or wish to volunteer for a school that is under the DIRECT sponsorship of a Religious Community OR you are a MEMBER of a Religious Community.
- 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 future 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 future access to your application. Please read the requirements for passwords at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
    - **Please write down and save the personal User ID and password you created so you can access your application at a later time. Store this information in a safe place for future use**.
- In the 'First Name' and 'Last Name' fields, please enter your name as it appears on your driver's license or state identification. Because this is a national search, please use your middle name or initial to differentiate your background history from others who may have the same name as yours.
- In the 'Date of Birth' field, please enter your DOB in mm/dd/yyyy format as shown in the right hand sample. You are prompted to enter your DOB twice for verification.
- Enter personal email (twice).

Once you have completely entered all the requested information, click the "**Submit Registration"** button. You should receive a message indicating that you have been successfully registered in the system. [**Note:** If you already have an existing account, a page will appear notifying you. If this is the case, please contact OPCY for your **User ID** and **Password**.]

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 the User ID and password that you created in areas provided; click "Login" to continue.
- After successfully logging in to eAppsDB, you will be taken to the 'Application Overview' screen for your application.

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 **'✗'** 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 the requested information in each section, click 'Save'. This will take you back to the **Application Overview**. 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.
In the eAppDB database an asterisk **(*) denotes a required field**. Required fields must be filled in before information will be accepted and saved, including Code of Conduct and CANTS Form.

The '**Main Application'** form requires:
- 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 regular 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.) Because this is a national search, please use your middle name or initial to differentiate your background history from others who may have your same name.
- Address, city, state, zip*
- Phone – home, work and cell
- Email address

The '**Archdiocese of Chicago Questionnaire'** form contains the following items/questions:
- Canonical Role*
- Primary Parish/School/Agency you are applying or currently hold a position for (select from "Open the Site Search" link), hire or proposed hire date, employee status (Lawson status) (select from drop down box)*
- Position you are applying for or currently hold (select from drop down box or 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 seven (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 seven (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:
- 3 Professional and 1 Personal references (name [first and last], city, state, country, daytime phone and how long have you known this person)
    - o *Note*: A *Professional reference* is a reference from a Supervisor for whom you have worked 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.

CODE OF CONDUCT
When submitting an Archdiocese of Chicago Code of Conduct Acknowledgement Form, please first read all the statements on each page and check the boxes. You must click on and read "Measures..." and "Practical…" to process your Code of Conduct. You will then be prompted to "sign" your Acknowledgement Form. Your signed form remains in eApps Database. There is no need to print it.

CANTS [Child Abuse & Neglect Tracking System] Form – DCFS Form
As part of the Archdiocese's screening process, all employees and volunteers who work with children will submit a CANTS Form yearly. This form is then processed through the Department of Children and Family Services [DCFS] to determine if there is a current retention history with DCFS, which may disallow an employee or volunteer from employment and/or ministry.

After printing a CANTS Form from the eApps database, you **must** provide the following information on the printed form that is not populated through eApps. Namely:

- Gender (circle Male or Female)
- Race
- Your Positions (circle one)
- "List all addresses at which you have resided in the **past five (5) years**"
- "List maiden name and/or all other names by which you have been known"

Further, please make sure that:

- Your "Date of Birth" is printed accurately.
- You sign your full name.
- Date the form.
  (You may produce a required form to be submitted yearly through eApps by accessing your account with your eApps Database User ID & Password.)

Submit your completed and signed CANTS Form to your Site Administrator for mailing to DCFS.

The '**Background Check Information**' form requires:

- Answers to questions regarding convictions, founded cases of child abuse or neglect.*
- Name changes in the **past seven (7) years**.*
- Social Security Number*
- 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 add 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!*'

Criminal background checks are conducted before an employee or volunteer begins their employment or ministry with the Archdiocese of Chicago. Periodically, the Archdiocese may request an individual or random "re-check" on applications already submitted for a period of time.

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, contact our office at support@eappsdb.com or call 512−231−1238 Ext 0.