

Before you begin the online training registration, be certain that you have a copy of your latest safe environment training certificate loaded on to your computer so that you may upload to begin your session. Online training is for renewals only. There are 12 steps to register for this course. Forge on!

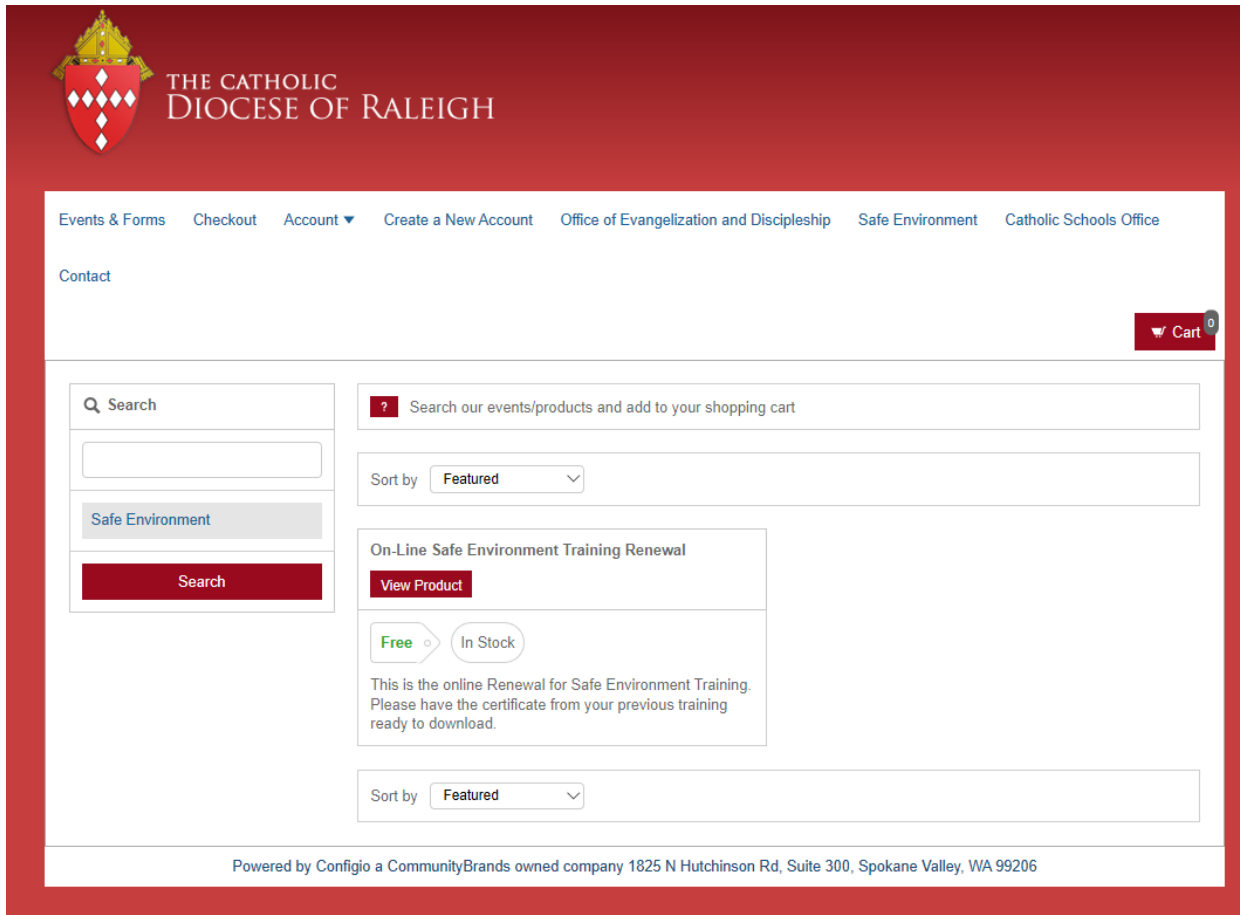
Use the following web address to access the page below.

<https://raldioc.configio.com/>

1. When you arrive here, choose the Protecting God's Children logo.



2. You will see the “Online Safe Environment Training Renewal” and the screen says the course is free. For the sake of this system you still have to “check-out” as if you were making a purchase. Click the button in the upper right-hand corner to add the “Online Safe Environment Training Renewal” to your “cart”.



3. The system will now display the
“Checkout screen” There is no fee so choose the red “Check Out”

The screenshot shows the website for The Catholic Diocese of Raleigh. The header includes the diocese logo and name. A navigation bar contains links: Events & Forms, Checkout, Create a New Account, Office of Evangelization and Discipleship, Safe Environment, Catholic Schools Office, and Contact. A shopping cart icon with a '1' badge is in the top right.

The main content area features a search bar, a 'Safe Environment' filter, and a 'Search' button. Below this is a product listing for 'On-Line Safe Environment Training Renewal'. The product is marked 'Free' and 'In Stock'. A description states: 'This is the online Renewal for Safe Environment Training. Please have the certificate from your previous training ready to download.' A 'View Product' button is present.

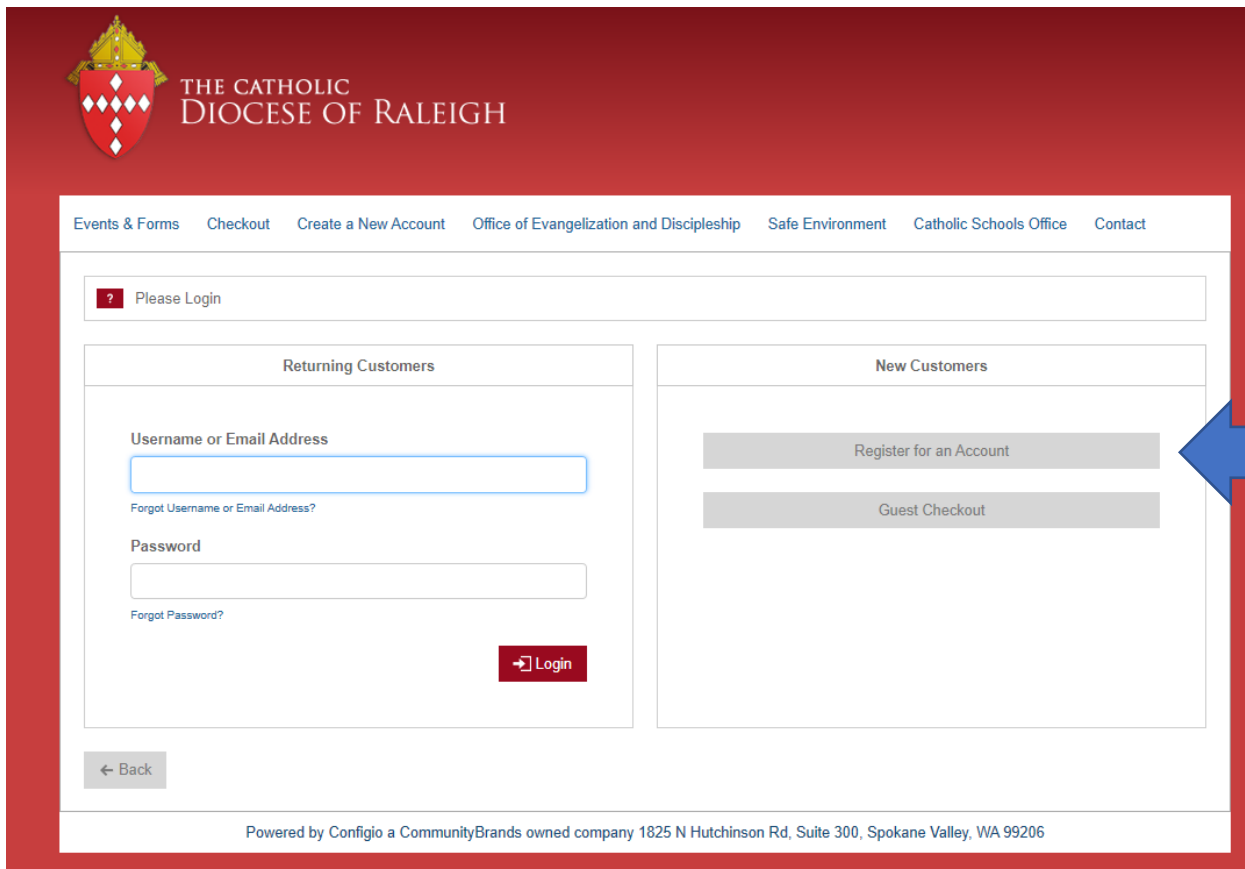
A modal window titled 'Cart' is open on the right. It shows a table with one item: 'On-Line Safe Environment Training Renewal' with an 'Item Total' of 'Free'. Below the table is a red 'Checkout' button. A blue arrow points to this button from the right side of the screen.

At the bottom of the page, a footer states: 'Powered by Configio a CommunityBrands owned company 1825 N Hutchinson Rd, Suite 300, Spokane Valley, WA 99206'.

4. You will now be prompted to create your account so that you may access the course.

“Choose Register for an Account”

Retain the username and the Password you create in the event you need to login to finish the course in more than one session or to review the course materials after you have finished the course. You will be able to print a certificate of completion when you have had success on all course items.



The screenshot shows the website for The Catholic Diocese of Raleigh. The header features the diocese's crest and name. A navigation bar includes links for Events & Forms, Checkout, Create a New Account, Office of Evangelization and Discipleship, Safe Environment, Catholic Schools Office, and Contact. The main content area is divided into two sections: 'Returning Customers' and 'New Customers'. The 'Returning Customers' section has fields for 'Username or Email Address' and 'Password', with links for 'Forgot Username or Email Address?' and 'Forgot Password?'. A red 'Login' button is at the bottom right of this section. The 'New Customers' section has two buttons: 'Register for an Account' and 'Guest Checkout'. A large blue arrow points to the 'Register for an Account' button. At the bottom left is a 'Back' button. The footer states: 'Powered by Configio a CommunityBrands owned company 1825 N Hutchinson Rd, Suite 300, Spokane Valley, WA 99206'.

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Events & Forms Checkout Create a New Account Office of Evangelization and Discipleship Safe Environment Catholic Schools Office Contact

? Please Login

Returning Customers

Username or Email Address

[Forgot Username or Email Address?](#)

Password

[Forgot Password?](#)

Login

New Customers

Register for an Account

Guest Checkout

← Back

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5. Enter all needed data to create your account. This is part of a system called **Configio**.

When you have completed all required items – select “ Create Account” The password must have letters and numbers and I also suggest at least one capital letter.


[Events & Forms](#) [Checkout](#) [Create a New Account](#) [Office of Evangelization and Discipleship](#) [Safe Environment](#) [Catholic Schools Office](#) [Contact](#)

?

Please Create a New Account

Account Information

Profile Photo



Change Photo

* Username

* Email

* Password

* Re-Enter Password

* First Name

* Last Name

Gender

(Choose) ▾

Parish:

(Choose One) ▾

Account creation is a one-time procedure. This account will provide you access to the order history for events registered under this account. Account information will not be sold or distributed to any third party.

Create Account

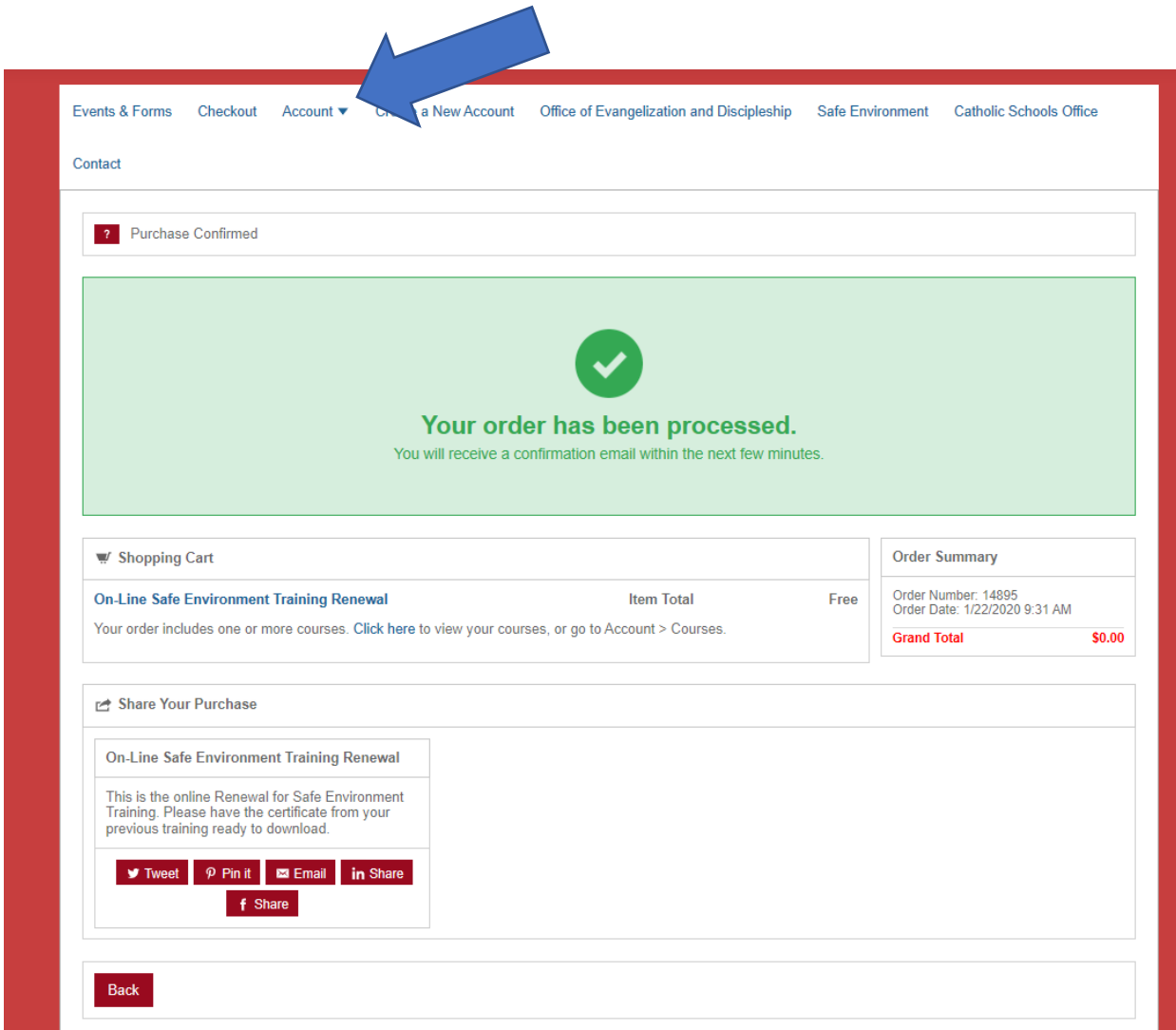
6. Next you will be asked for your address – enter the data and choose “Save as Account Address”

The screenshot shows a web application interface with a top navigation bar containing links: "Events & Forms", "Checkout", "Create a New Account", "Office of Evangelization and Discipleship", "Safe Environment", "Catholic Schools Office", and "Contact". A modal window titled "Account Address" is open, featuring the following fields:
- *First Name: "Rich"
- *Last Name: "Hoss"
- *Address 1: (empty)
- Address 2: (empty)
- Address 3: (empty)
- *Postal Code: (empty)
- *City: (empty)
- *State: "Select State" (dropdown menu)
- *Country: "United States" (dropdown menu)
At the bottom of the modal are two buttons: "Skip" and "Save as Account Address". A large blue arrow points from the right side of the screen towards the "Save as Account Address" button. The background shows a user profile section with a "Profile Photo" placeholder and a "Username" field containing "RichHoss".

7. Choose “Okay”

The screenshot shows the same web application interface. A confirmation message box is displayed, stating "Address is valid and has been Saved!". At the bottom right of this message box is a red button labeled "Okay". A large blue arrow points from the right side of the screen towards the "Okay" button. The background shows the user profile section with the "Profile Photo" placeholder.

8. When you have reached the check out completion, you will receive this screen. Go to the top of the page and choose “Account” and there will be a drop-down screen - Choose “Courses”



The screenshot displays a web page with a red border. At the top, a navigation bar contains links: Events & Forms, Checkout, Account (with a dropdown arrow), Create a New Account, Office of Evangelization and Discipleship, Safe Environment, and Catholic Schools Office. Below this is a 'Contact' link. A blue arrow points to the 'Account' dropdown menu.

The main content area features a green box with a checkmark icon and the text: "Your order has been processed. You will receive a confirmation email within the next few minutes."

Below the green box, there are two sections: "Shopping Cart" and "Order Summary".

Shopping Cart:

On-Line Safe Environment Training Renewal	Item Total	Free
Your order includes one or more courses. Click here to view your courses, or go to Account > Courses.		

Order Summary:

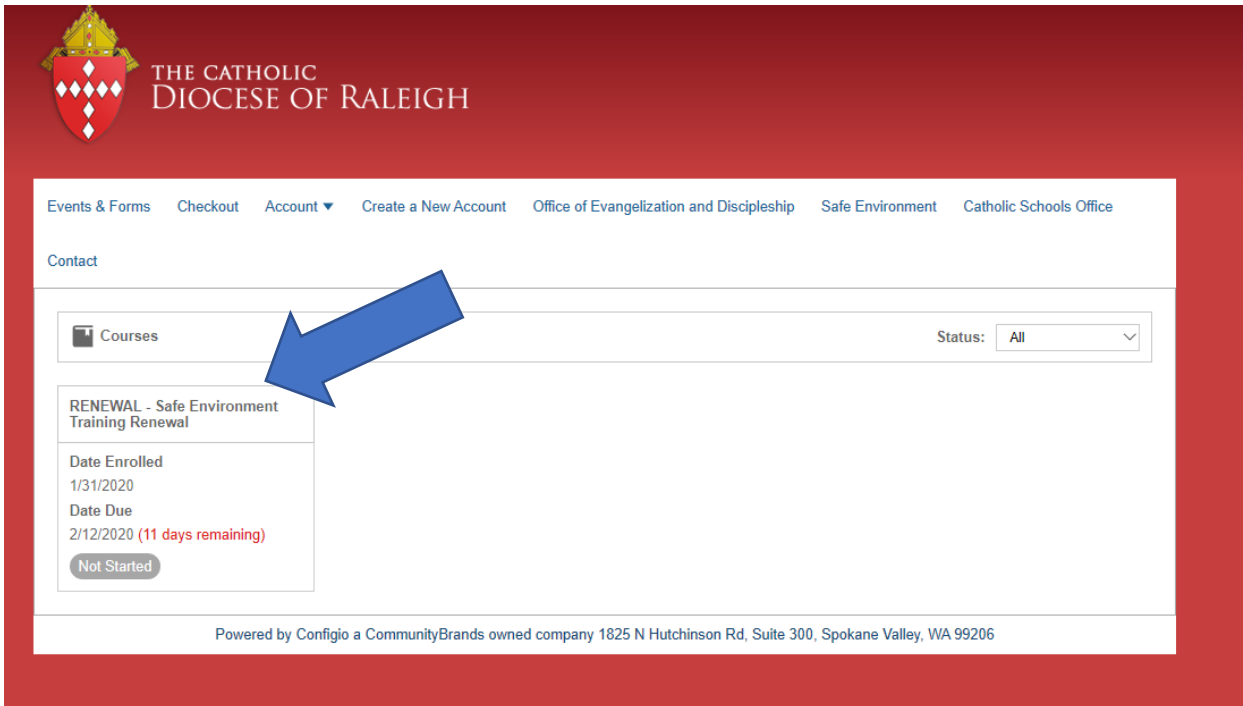
Order Number: 14895	
Order Date: 1/22/2020 9:31 AM	
Grand Total	\$0.00

Below the shopping cart and order summary, there is a "Share Your Purchase" section with a box containing the title "On-Line Safe Environment Training Renewal" and a description: "This is the online Renewal for Safe Environment Training. Please have the certificate from your previous training ready to download." Below the description are social sharing buttons: Tweet, Pin it, Email, in Share, and a Facebook Share button.

At the bottom of the page, there is a "Back" button.

9. The next screen identifies that you are enrolled in RENEWAL- “Safe Environment Training”

Click on the course title “ RENEWAL- Safe Environment Training Renewal”



The screenshot displays the website for The Catholic Diocese of Raleigh. The header features the diocese's logo and name. A navigation bar includes links for Events & Forms, Checkout, Account, Create a New Account, Office of Evangelization and Discipleship, Safe Environment, and Catholic Schools Office. Below the navigation bar, a 'Contact' link is visible. The main content area shows a 'Courses' section with a blue arrow pointing to the course title 'RENEWAL - Safe Environment Training Renewal'. The course details include the enrollment date (1/31/2020), the due date (2/12/2020) with 11 days remaining, and a 'Not Started' status button. The footer indicates the website is powered by Configio, a CommunityBrands owned company, located at 1825 N Hutchinson Rd, Suite 300, Spokane Valley, WA 99206.

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Events & Forms Checkout Account ▼ Create a New Account Office of Evangelization and Discipleship Safe Environment Catholic Schools Office

Contact

Courses Status: All ▼

RENEWAL - Safe Environment Training Renewal

Date Enrolled
1/31/2020

Date Due
2/12/2020 (11 days remaining)

Not Started

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10. You will be taken to this screen which allows you to begin the course. **First download a copy of your most recent training certificate.** This helps us assure that you are RENEWING an existing training.

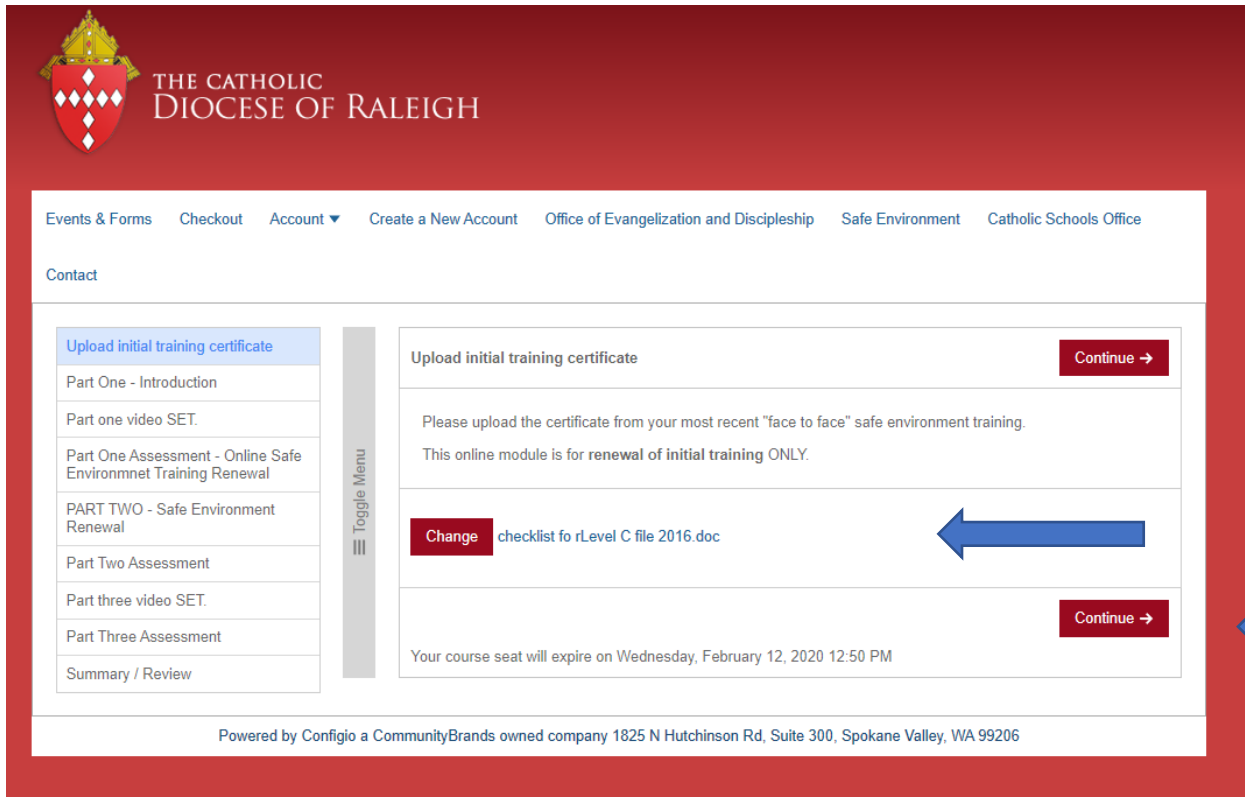
Once you have uploaded your certificate (use the “browse to find the document and then click upload)

Now choose “continue” and you are ready to take the online course. It is a long road to register but it is well worth the journey! You are almost done.



The screenshot shows the 'Upload initial training certificate' page of the Catholic Diocese of Raleigh training portal. The page has a red header with the diocese logo and name. Below the header is a navigation bar with links: Events & Forms, Checkout, Account, Create a New Account, Office of Evangelization and Discipleship, Safe Environment, and Catholic Schools Office. A 'Contact' link is also present. On the left, there is a sidebar menu with a 'Toggle Menu' button and a list of course sections: 'Upload initial training certificate' (highlighted), 'Part One - Introduction', 'Part one video SET.', 'Part One Assessment - Online Safe Environment Training Renewal', 'PART TWO - Safe Environment Renewal', 'Part Two Assessment', 'Part three video SET.', 'Part Three Assessment', and 'Summary / Review'. The main content area is titled 'Upload initial training certificate' and contains the following text: 'Please upload the certificate from your initial safe environment training. This online module is for renewal of initial training ONLY.' Below this text is a file upload interface with a 'Browse...' button and an 'Upload' button. A blue arrow points to the 'Browse...' button. To the right of the 'Upload' button is another blue arrow pointing left. At the bottom of the main content area, there is a 'Continue' button with a right arrow. A large blue arrow points to this 'Continue' button from the right side of the page. At the very bottom, a footer states: 'Powered by Configio a CommunityBrands owned company 1825 N Hutchinson Rd, Suite 300, Spokane Valley, WA 99206'.

11. You will see your certificate file here – choose “continue” to move to the next step



The screenshot shows the training portal for The Catholic Diocese of Raleigh. The header includes the diocese logo and name. A navigation bar contains links for Events & Forms, Checkout, Account, Create a New Account, Office of Evangelization and Discipleship, Safe Environment, and Catholic Schools Office. Below this is a 'Contact' link. The main content area is titled 'Upload initial training certificate' and includes a 'Continue →' button. A sidebar on the left lists the training modules: Part One - Introduction, Part one video SET, Part One Assessment - Online Safe Environment Training Renewal, PART TWO - Safe Environment Renewal, Part Two Assessment, Part three video SET, Part Three Assessment, and Summary / Review. A 'Toggle Menu' button is located between the sidebar and the main content area. The main content area contains instructions to upload the certificate from the most recent 'face to face' safe environment training, noting that the module is for renewal of initial training only. A 'Change' button is next to the filename 'checklist fo rLevel C file 2016.doc'. A 'Continue →' button is at the bottom right of the main content area. A blue arrow points to the 'Continue →' button at the bottom right of the main content area. The footer states: 'Powered by Configio a CommunityBrands owned company 1825 N Hutchinson Rd, Suite 300, Spokane Valley, WA 99206'.

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Events & Forms Checkout Account ▼ Create a New Account Office of Evangelization and Discipleship Safe Environment Catholic Schools Office

Contact

Upload initial training certificate Continue →

Part One - Introduction

Part one video SET.

Part One Assessment - Online Safe Environment Training Renewal

PART TWO - Safe Environment Renewal

Part Two Assessment

Part three video SET.

Part Three Assessment

Summary / Review

Toggle Menu

Please upload the certificate from your most recent "face to face" safe environment training.
This online module is for **renewal of initial training ONLY**.


Change checklist fo rLevel C file 2016.doc

Continue →

Your course seat will expire on Wednesday, February 12, 2020 12:50 PM

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12. This is one last screen to make sure you want to submit your certificate – Choose submit!



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[Events & Forms](#) [Checkout](#) [Account ▼](#) [Create a New Account](#) [Office of Evangelization and Discipleship](#) [Safe Environment](#) [Catholic Schools Office](#)

Contact

Upload initial training certificate

Part One - Introduction

Part one video SET.

Part One Assessment - Online Safe Environment Training Renewal

PART TWO - Safe Environment Renewal

Part Two Assessment

Part three video SET.

Part Three Assessment

Summary / Review

Toggle Menu
III

Upload initial training certificate

Submit

Please upload the certificate from your most recent "face to face" safe environment training.
This online module is for **renewal of initial training ONLY**.

Review your answers below, then click submit. Once you click submit, you will not be able to change any answers.

Back


Submit

Your course seat will expire on Wednesday, February 12, 2020 12:50 PM

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Thank you for registering. You will now progress through the three parts of the training and the three assessments. The left side shows you what part of the training you are completing, and you will use the continue button at the end of each section to move to the next part. Good Luck! Thank you for helping maintain safe environments for children and youth to grow in age, wisdom and faith.



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Events & Forms Checkout Account ▾ Create a New Account Office of Evangelization and Discipleship Safe Environment Catholic Schools Office

Contact

✓ Upload initial training certificate

Part One - Introduction

Part one video SET.

Part One Assessment - Online Safe Environment Training Renewal

PART TWO - Safe Environment Renewal

Part Two Assessment

Part three video SET.

Part Three Assessment

Summary / Review

Toggle Menu

Part One - Introduction

Continue →

This is the first section of the three part online safe environment training renewal. There is a short assessment at the end of each session. Once all three assessments are completed with passing scores, you will be able to generate a certificate to verify completion.

0%

Title	Status	Attachments
Your course seat will expire on Wednesday, February 12, 2020 12:50 PM		

Continue →

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