

eAppsDB Instructions for Volunteers

Log on to the Archdiocese website at www.archchicago.org to access eAppsDB.

- At the Archdiocese website, go to the section labeled “Protecting Children”.
- Click on the “Background Checks” link in that section. 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 for an account. 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 require entry except email address.
- In the ‘Primary Site’ field, select the diocese entity at which you do the majority of your volunteer work. (please select Pastoral Center)
- **The ‘Access Code’ field requires entry of a code provided by the Archdiocese of Chicago. The access code is set as ‘protection’.**
- 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 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 access to your application. Please read the requirements for password at the bottom of the registration screen. You are prompted to enter your password twice for verification purposes.
- In the ‘First Name’ and ‘Last Name’ fields, please enter your name as it appears on your driver’s license.
- In the ‘Date of Birth’ field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter your DOB twice for verification purposes.

Please write down your user ID and password in order to access your application at a later time.

Store this information in a safe place for future use.

Once you have completed the requested information, click the ‘Register’ button.

You should receive a message indicating that you have been successfully registered in the system. 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 your user ID and password in the areas provided and click ‘Login’ to continue.
- After successfully logging in to eAppsDB, you will be taken to the ‘Application Overview’ screen for your application.

An * by a field indicates that entry is required in the field. Required fields must be completed before information will be accepted and saved.

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 'X' 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 requested information in each section, click 'Save'. 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.

Here are a few tips for filling out the application:

- In the Main application section please put 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 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)

In the 'Archdiocese of Chicago Questionnaire':

- Primary Parish/School/Agency that you are applying or currently hold a position for (select from drop down box) and start date. For Agency you can put Respect Life
- Position you are applying or currently hold (write in) volunteer for March for Life

The 'References' form requires:

- 1 Professional and 3 Personal references (name [first and last name], city, state, country, daytime phone and how long have you known this person)

Note: A Professional reference is a reference from a Supervisor who you have worked for 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.

When 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!'

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, please contact our office at support@eappsdb.com or phone 312/ 231-1238, ext. 305.

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