

INSTRUCTIONS FOR MANDATED REPORTING

#1 on the list – this is a three hour on-line training course

1. Go to <http://www.hbgdiocese.org/safeyouth/youth-protection-on-line-training>
2. Click on “On-Line Training Course”
3. Click on “Register” to gain access at the bottom of the green Sign in box and fill out the profile page.
4. You will need to make up a password that you will use when you get back to the sign in page.
5. You will receive an email with your email address and password to show that you are registered.
6. At this point you will be directed to the University of Pittsburgh website for the actual training – https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=2
7. Click on “Registration” at the top bar and fill out your profile.
8. You will be asked to make up a temporary password.
9. You will receive an email with your real password to use when you go back to the sign in page – save your username and password. (This is your University of Pittsburgh Account)
10. Enter your username and password
11. Under “Your Courses” click the link
12. Go through the training course. You do not have to do the training all at once. You can click on “close and save” and continue later. You do this by logging back onto the University of Pittsburgh website and clicking on the training course. Click “ok” in the pop up window that asks if you would like to go to the last visited location.
13. When you have completed the course, a certificate of completion must be printed. This is the certificate you will submit.