

## Diocese of Tucson-Safe Environment Training Administration

Compliance training, required of all volunteers, will now be conducted online. If you do not have computer access, you may schedule your session in the church office. If you encounter any difficulties please contact the parish office at 469-7835.

### First-time user Instructions

Website: <http://diocesetucson.setanet.org>

At the home page, click “Sign In-For Online Education”

Type in your First Name, Last Name and Home street address

Click “Search”

If you have not been on the site previously, a red-lettered notice will come up indicating that there is no record for you in the system.

Click “Click here to Create a Record”

Follow the instruction and fill in your information: name, phone, e-mail address, etc.

For address information, it is recommended that you enter the Home address.

Use the drop down menu to select your Location which will be either your parish or your school.

Use the drop down menu to select your position, deacon, priest, volunteer, etc.  
Enter your title: catechist, choir member, etc.

Click “Add New Record and Continue.”

You are now to the List of Courses. **Select ANY Course not previously taken and enjoy the class! DO ONLY ONE CLASS!!!!**

At the end of the video, you will be given the opportunity to view the Code of Conduct and the Summary of the Guidelines if you do not have them at hand.

Then you will be asked to complete a quiz.

**Upon successful completion of the quiz, a certificate will be emailed to the address you entered previously. Print the email, sign it and return it to— St. Mark’s Compliance Officer. YOU MUST PROVIDE THE PARISH OFFICE WITH A SIGNED COPY TO RECEIVE CREDIT FOR THE CLASS.**