

Log on to the New Orleans eAppsDB website at <http://www.eappsdb.com/no> .

You are now at the **login** page.

- 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**' page.

- All fields marked with an asterisk are required fields. The program will not let you register unless you enter all the fields requested. If there is an error on the page, the program will note the error in red at the top of the screen. Please correct the error as well as re-enter the password twice.
- In the 'Primary Site' field, select the archdiocese entity at which you are employed or at which you do the majority of your volunteer work (in most cases this is your church, school or group).
- In the Access Code field enter the word 'safety'.
- Choose whether or not this is a volunteer or employee application
- In the 'User ID' field, enter a user ID met the requirements for at the bottom of the registration page.
- In the 'Password' field, enter a password that will be used to access this application. Please read the requirements for password at the bottom of the registration page. You are prompted to enter the password twice for verification purposes.
- In the 'First Name', 'Middle Name' and 'Last Name' fields, please enter your name as it appears on your driver's license. Do not use nicknames or aliases.
- In the 'Date of Birth' field, please enter your DOB in mm/dd/yyyy format. You are prompted to enter the DOB twice for verification purposes.
- If a background check has already been run on this applicant, click on yes and enter the date. This prevents another background check from being run upon submission of the application. Click yes or no if records were found. You (or someone at your site) will need to know the results of the background check in order to answer this last question.
- Click the 'Register' button.

You will receive a message that you have successfully been registered. To continue with the application, 'Please click here to continue with this application'. You will be taken the 'Application Overview' page.

The '**Application Overview**' page provides the following information:

- The status of the application.
- A list of application pages required by your organization to be completed.
- The option to view or submit the application.

A red 'X' located by each application page indicates that the page has not been completed. To fill out the page, click on the page name listed on the right hand side of the page. After completing the requested information on each page, click 'Save'. A green check mark will appear by the pages that have been successfully completed. Note that a green check mark is already on the Select Sites page since you chose a primary site when registering the applicant. After all pages have been successfully completed, the 'Submit Application' button will become activated and you will be able to submit the application. Note: Any field with an asterisk (\*) in front of it is required in order for the page to 'save' without errors.

To get started, click on the **'Main Application'** page.

The **'Main Application'** page includes:

- Your full legal name (first, middle, last). *Only enter suffixes in the suffix field (Example: 'Sr', 'Jr', 'III', etc.).*
- Address, city, state, zip
- Civil parish
- Length at current address (years, months)
- Phone – home, work and cell
- Email address

The **'Archdiocese of New Orleans Questionnaire'** page contains the following questions:

- Specify parish/church membership (if not a member, leave blank) and member for how long
- Type of Application – 'Employment or 'Volunteer'
- Parent of a child under 18? yes or no
- Have you gone through the Child Protection training (with date)?
- Have you had a background check (with date and location)?
- Position you currently hold or are applying for?
- What interests you about the position you currently hold or applying for?
- What has prepared you for the position you currently hold or applying for?

The **'Residential History'** page requires you to either:

- Click on the check box if you have lived in your current residence for longer than 5 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 5 years. Continue to add residential history until at least 5 years of history is entered. Note: Not all fields are required.

The **'Employment History'** page 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 5 years. Note: Not all fields are required.

The **'Educational History'** page requires you to either:

- Click on the check box if you have no educational history **or**
- Starting with High School, list the educational history (beginning and ending date, program or degree, completed, school name, school type, city, state, zip and country). Note: Not all fields are required.

The **'Volunteer History'** page requires you to either:

- Click on the check box if you have no volunteer history **or**
- List a maximum of 5 of the most recent volunteer activities (beginning and ending date, organization, city, state, country, contact [first and last name], contact phone, position, and duties). Note: Not all fields are required.

The **'References'** page requires:

- One Professional/Civic and one Personal reference (name [first and last], address, city, state, zip, and daytime phone). You will also need to indicate how long you have known this person and if they have agreed to be a reference. Note: Not all fields are required.

The **'Declarations'** page requires:

- Click on each check box after reading each statement.
- Click on the box next to 'Check here to indicate your signature on this form'.
- Enter the current date using the format mm/dd/yyyy.
- Click on the 'Save the Declarations' button – NOT THE 'RETURN TO APPLICATION OVERVIEW'. The 'Return to Application Overview' button will take you back to the previous page without saving the information.

The **'Confidential Background Check Information'** page requires:

- An answer to a question regarding accusations or arrests on child or adult abuse or neglect
- Name change in the past 5 years and if yes, what was the previous name
- Lived in a different state in the past 5 years and if yes, which state
- Social Security Number
- Driver's license number
- Date of Birth (already entered from registration page)
- Gender
- When all of the information is entered, the program will ask you to confirm that everything is accurate. Once you answer yes, the page is locked and no one (including you) has future access to it for privacy.

The **'Selected Sites'** page contains the following information:

- The Primary Parish/School/Agency will be indicated in 'Red'.
- If you would like your application viewable by other sites, choose them in this section. Your application will only be in a site's database if it is indicated on this page. Click on the 'Save button' to save the information and return to the Application Overview Page.

Now that you have completed all sections and all red "X's have changed to green check marks, you may 'submit' your application. Click on the 'Submit Application' button and follow the page instructions along the way. When the submission of the application has been completed successfully you will receive a confirmation message stating that 'You have successfully submitted the application. Thank you!'

If you are unable to complete an application at one setting, the application can be left incomplete. All pages that have been successfully saved (indicated by the green check marks) will stay saved. To access this application at a later date, login into eAppsDB using the UserID and Password that you created to access the site. If you do not remember your login information and you entered your email address in the application you can request to have your login information sent to you automatically from the login page by clicking on the '*Forgot your Password? Email Password*'. At the next screen enter your email address and first name. If eAppsDB recognizes you in the system it will respond stating that your login information will be sent to you shortly.

**If you should have questions or need assistance, please click on the 'For support with this website, *click here*' and explain your issue. A support person will respond within 24 hours during regular business hours. Or you can contact Austin Computing Solutions at 1-800-984-1238 x 0.**