

School of Religious Education

This information is for new volunteers.

As you know, all Catholic Dioceses and Archdioceses have instituted programs whereby they are taking all possible steps to ensure the safety of our children. There are three steps to this process for our archdiocese:

- Step 1: A very important part of these programs involves doing a criminal check on all employees and individuals who come in direct contact with our children. As a volunteer at St. Francis Xavier, you are in that category. This form is enclosed. Please complete in full and return to Terri at your earliest convenience.
- Step 2: Once you have returned a completed DCFS form, the next step in the process is completing the on-line criminal background application. If you have internet access and are able to input the information yourself, please sign on to the following web site: www.archchicago.org.
On the left side of your screen (toward the bottom), under the heading **"Protecting Children"** click on **"Background checks"** and that will take you to the login page. Once in the login page, click on "click here" to register. You are now at the registration page. After you have registered, the rest of the application is self-explanatory. (Copies of the login and registration pages are enclosed for your reference). If you are not able to arrange internet access on your own or through friends or family, please call us for assistance.
- Step 3: After you have completed the first two steps, the process continues with a training session which is required of all employees and volunteers who have regular contact with children. Please follow the procedures enclosed to register online for this training session.

Thank you for taking the time to complete this process. Please know that your work and time here at St. Francis Xavier is greatly appreciated.

If you have any questions regarding any of the above, please contact Maureen Pipal, the Site Administrator, at (708) 352-0168.



Help

Login Page

If you do not have a user ID and password, please [click here](#) to register.

User ID:

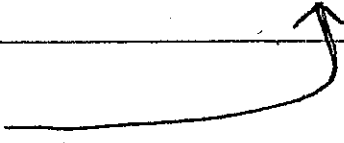
Password:

[Login](#)

For detailed login instructions, please click on the appropriate link below:

- For **PASTORAL CENTER AND RELATED AGENCIES**, [click here](#)
- For preloaded employees of **PARISHES/SCHOOLS**, [click here](#)
- If you do not have a **USER ID** or **PASSWORD**, [click here](#)

* SFX Volunteers



[Forget Your Password ?](#)

[Click Here](#)

To report problems with this web page, [click here](#).

For support related to Organization policies and procedures, [click here](#).

Download PDF versions of the Archdiocese of Chicago Employee application forms in [English/Spanish](#)

Download PDF versions of the Archdiocese of Chicago Volunteer application forms in [English/Spanish](#)

Download PDF versions of the Non-Archdiocesan Employee application forms in [English](#)

Download PDF versions of the Non-Archdiocesan Volunteer application forms in [English](#)

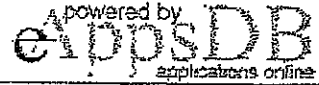
View the [Privacy Statement](#)

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[frequently asked questions](#)



Application



Help

New User Registration

Welcome to eAppsDB - the online application management system.

In many cases, applications for users in the Archdiocese of Chicago have been preloaded into the eAppsDB system. If you think that this may be your situation, then you do not need to register for a new account since a user ID and password will already exist for your preloaded application. For detailed instructions on how to log in, please refer to the help links that are located on the login page. [Click here](#) to return to the Login page.

③ Access code is "protection"

① open the site search and type "Francis"
② If your only volunteer activity is through the day school, select Waiola.
All other volunteer activities, select Spring.

- *Primary Parish / School / Agency:
- *Access Code:
- *Please Select One:
- *Type of Application:
- *User ID:
- *Password:
- *Retype Password:
- *First Name:
- Middle Name:
- *Last Name:

(Currently None Selected)

[More Information](#)

- Archdiocese of Chicago Non-Archdiocesan Organization/Religious Community
- Employee Volunteer

(See note below)

(See note below)

Please use these guidelines for entry of your name:

- Enter your full legal name as it appears on your driver's license
- Enter only one name in the first name field
- Do not enter prefixes in the first name field (example: 'Mr.', 'Dr.', 'Sister', etc)
- Do not enter suffixes in the last name field (example: 'Sr.', 'Jr.', 'III', etc)
- Enter double last names with a hyphen in the last name field (example: "Smith Johnson" should be entered as "Smith-Johnson")

*Date of Birth: mm/dd/yyyy

*Date of Birth:(again) mm/dd/yyyy

Your date of birth is required at registration for the purposes of preventing the creation of duplicate applications in the system. For your security, this information is locked after your completion of the background check application form and is not made available to the user or organization.

Email: ?

Email (again):

* Denotes a required field.

[go to Login Page](#) [Register](#)

When selecting a username and password, please refer to the following guidelines:

- User ID and password are case insensitive (case does not matter).
- Your user ID and password should each be at least 6 characters in length, preferably 8 or more up to a maximum of 30 characters.
- Your password should not be a dictionary word (these are easily guessed).