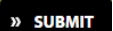


# Youth Protection Program Diocese of Harrisburg



## *Accessing Recognizing and Reporting Child Abuse Training*

### 1. ACCESSING YOUTH PROTECTION PROGRAM TRAINING AND LEARNING SITE

- Access <https://safeyouth.hbgdiocese.org/>
- Enter registered *Email* and *Password*
- Select 

### 2. ACCESSING CHILD RECOGNITION AND REPORTING CHILD ABUSE TRAINING

*The Recognizing and Reporting Child Abuse training is a **3-hour online course** which is free of charge to assist individuals in compliance with the training requirements under Act 31.*

*If a Member should not finish the course in one session, he/she can exit at any time and resume where he/she left off when logging in at a later date.*

*Any questions regarding registration with the Pennsylvania Child Welfare Resource Center (University of Pittsburgh) should be forwarded to [HelpCPSL@pitt.edu](mailto:HelpCPSL@pitt.edu).*



- Select “*TRAINING*” located at the top left of the navigation bar
- Members should read instructions and watch a brief introductory video from the Bishop
- Continue to scroll down toward the bottom of the page and select “Begin Training”, which will prompt the Member to the Pennsylvania Child Welfare Resource Center (PA CWRC) website hosted by the University of Pittsburgh. [www.reportabusepa.pitt.edu](http://www.reportabusepa.pitt.edu)


## Training

You will soon register to take the **Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting In Pennsylvania Online Training** course.

Before beginning this course, you must read the Code of Conduct. By continuing with this course you acknowledge you have read and agree to adhere to the Diocesan Code of Conduct for either Clergy or Adults.

You can access the file by clicking on one of the hyperlinks under “Resources.” It is important to note that you are only required to view the Code of Conduct that applies to your role or function within the Church.

After Reading the Code of Conduct you will view a brief introductory video from Bishop Ronald Gainer.



### RESOURCES

- Code of Conduct for Clergy and Those in Formation for Priesthood or Diaconate
- Code of Conduct for Adults



# Youth Protection Program

## Diocese of Harrisburg

Online Intro 2015

Diocese of Harrisburg - Youth Protection Program

### Welcome Video

This training is made possible by the University of Pittsburgh, the Department of Human Services, Office of Children, Youth and Families, the Pennsylvania Children and Youth Administrators, and funding from the Children's Justice Act.


If you experience any technical difficulties while taking the course, report them to [HelpCPSL@Pitt.edu](mailto:HelpCPSL@Pitt.edu). Please include your name, email, and a thorough description of the problem you are encountering.

[Begin Training](#)

[Privacy Policy](#) | [Terms and Conditions](#) | Diocese of Harrisburg

Powered by ecc

- d. Register as a New User with the PA CWRC
  - i. Select "Registration" at the top center of the navigation bar



PENNSYLVANIA  
Child Welfare Resource Center

[Welcome](#) [Registration](#)

#### Login Here

[Change Text Size](#) | [High Contrast Setting](#)

You are not logged in  
Please enter your credentials and click the Login button below.

USERNAME:

PASSWORD:

[Forgot Your Password?](#)

[Login](#)

#### Registration

##### Welcome to the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania Online Training

- If you have not previously registered please click the "Registration" link at the top of the page.
- Please make sure to complete all fields accurately. In particular, if you are licensed or applying for a license under certain PA Boards, you will need to enter additional information to ensure your record is sent to the PA Department of State, including your PA Board license number if applicable.
- Please refer to the frequently asked questions (FAQ) section after you login.
- This course is approved for 3 continuing education credits and has been approved by the PA Department of Human Services and Department of State to meet mandated reporting (Act 31) license

- ii. Enter personal information in fields provided. All fields in **blue** are required to be completed
  - iii. Select [Submit](#)




## Youth Protection Program

### Diocese of Harrisburg

- iv. A **username** and **password** (highlighted in yellow) will be assigned at the bottom of the “*New User Registration*” page, and an email containing the assigned username and password will be emailed to the Member’s registered email address

**\*NOTE:** Members should make a record of their login and password, in the circumstance an email is not received from PA CWRC

 Your username is **XXXXXXXXXX** and your password is **XXXXXXXXXX**  
Please record your login credentials for future reference.  
[Click here to log in.](#)  
Thank you for registering for the Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania online course.

- v. Select “*Welcome*” at the top center of the navigation bar to return to the main PA CWRC page
- vi. Enter *Username* and *Password* which was assigned by PA CWRC

- vii. Select 

WelcomeRegistration

Recognizing and Reporting Child Abuse: Mandated and Permissive Reporting in Pennsylvania  
New User Registration

Title (Mr, Mrs, Dr, Prof, etc.):

First Name:

Middle Name:

Last Name:

Suffix (MD, DDS, PHD, MSW, etc.):

Email:

Confirm Email:

County of Residence: Select...

County of Employment: Select...

Gender: Select...

Race: Select...

Ethnicity: Select...

Have you ever made a report of child abuse before?: Select...

How did you hear about this course?: Select...

Are you Licensed or applying for a license through one of the following Pennsylvania boards? Select...

Submit



Your Courses

Courses where you are: Learner

[rrca-0652: Recognizing and Reporting Child Abuse](#)

- viii. Select the [rrca-0652: Recognizing and Reporting Child Abuse](#) link under “Your Courses” and begin the training
- ix. After course completion, the Member should either print or save an electronic copy of the Certificate of Completion to be submitted to the Local Administrator of his/her Location



## Youth Protection Program Diocese of Harrisburg

### 3. FORGOT YOUR PASSWORD?

- Select “*Forgot Your Password?*” link below the Username and Password fields of the “*Login Here*” box.
- A separate webpage browser will pop-up:

- Username Option* – if the Member does not know his/her PA CWRC password, but can recall the assigned username, complete the following fields:  
*First Name, Last Name and Username*

- Email Address Option* – if the Member does not know his/her PA CWRC assigned password AND password, complete the following fields:  
*First Name, Last Name and Email*

- Select


**Submit**



## Youth Protection Program Diocese of Harrisburg

- d. The Member should check his/her registered email address for an email notification from *Administrator Help CPSL*
- e. Select the *URL link* in the email recived from Administrator Help CPSL regarding the Forgotten Password

Lost Password Notification Inbox x Print Image

 **Administrator Help CPSL** <NoReply\_HelpCPSL@blackboard.com> 10:34 AM (0 minutes ago) ☆ Reply More

to me ▾

Forgot your password?

This message is a response to the Forgotten Password utility on your Blackboard system. If you did not use this tool to generate this message, you should contact your System Administrator immediately: NoReply\_HelpCPSL@Blackboard.com. To set a new password on your account, click on the URL below or paste it into your browser exactly as it appears.

[https://www.reportabusepa.pitt.edu/webapps/blackboard/password?action=change&user\\_id=bgrigg&passdate=1433774099478&passcode=3D76CD40BC68BB3D98749CDFF41BE0C3](https://www.reportabusepa.pitt.edu/webapps/blackboard/password?action=change&user_id=bgrigg&passdate=1433774099478&passcode=3D76CD40BC68BB3D98749CDFF41BE0C3)

When you go to this location, you will be allowed to set a new password for your account.

- f. Enter the new *Password* and re-enter to *Verify Password* on PA CWRC “Change Password” page

 **PENNSYLVANIA**  
Child Welfare Resource Center Welcome Registration

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### Change Password : Username = jsmith

Cancel Submit

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CHANGE PASSWORD

Complete this form to change the password.

Password

Verify Password

Click **Submit** to proceed. Click **Cancel** to go back.

Cancel Submit

- g. Select Submit
- h. If the Member has successfully changed his/her password, a message in green will appear at the top of the CWRC page under the navigation bar stating, “Your Password has been successfully changed. Login to the system with your new password.”



## Youth Protection Program Diocese of Harrisburg

- i. Enter registered *Username* and new *Password*
- j. Select **Login**

UNIVERSITY OF PITTSBURGH  
PENNSYLVANIA  
Child Welfare Resource Center      Welcome      Registration

Your password has been successfully changed. Login to the system with your new password.

### Password Update

USERNAME:  
jsmith

PASSWORD:  
\*\*\*\*\*

**Login**      [Forgot Your Password?](#)

← OK

- k. Select the [rrca-0652: Recognizing and Reporting Child Abuse](#) link under “Your Courses” and begin the training

UNIVERSITY OF PITTSBURGH  
PENNSYLVANIA  
Child Welfare Resource Center      Welcome

### Your Courses

Courses where you are: Learner

[rrca-0652: Recognizing and Reporting Child Abuse](#)

- l. After course completion, the Member should either print or save an electronic copy of the Certificate of Completion to be submitted to the Local Administrator of his/her Location




## Youth Protection Program

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#### 4. LOGOUT

- a. Select  located in the top right corner of the CWRC navigation bar

