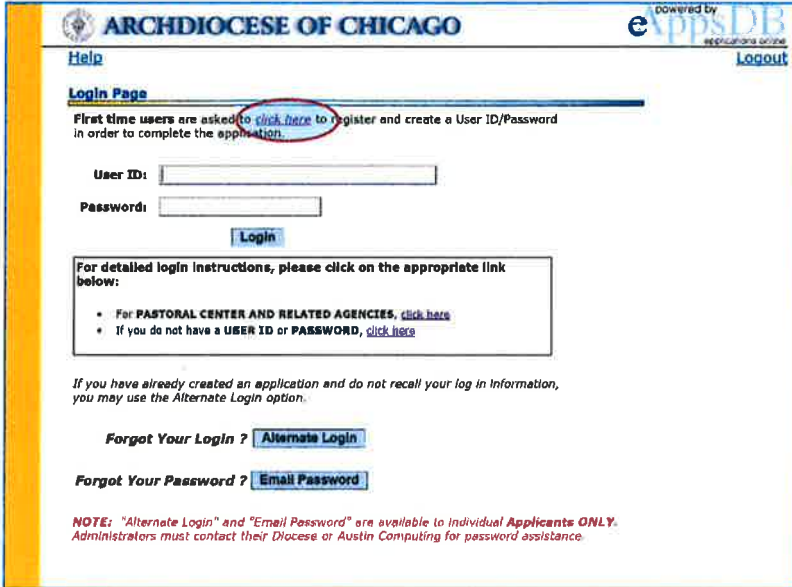




INSTRUCTIONS FOR CREATING AN EMPLOYEE APPLICATION IN eAPPS

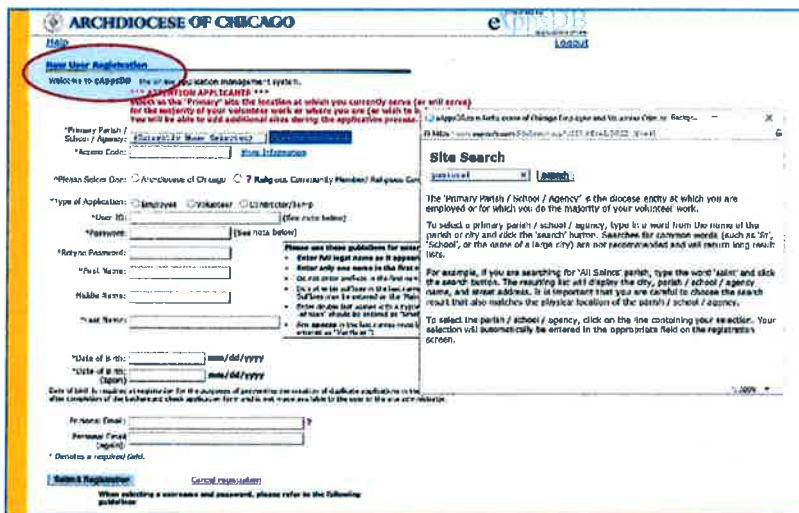
Log onto the Archdiocesan website at [www.archchicago.org](http://www.archchicago.org) to access eApps:

When on the Archdiocese of Chicago website, scroll down and click on the link for “Child Protection” to find “Compliance Resources”, which will take you to the Compliance Guidelines and Training Chart (available in English, Spanish, Polish). Choose a chart to find live links to compliance, including “Employee Online Criminal Background Check”. This will take you to the eAppsDB Login Page for the Archdiocese of Chicago.



First-time Users select “click here” to register & create a personal UserID & password for their application. Save your login information for future access to your eApps application.

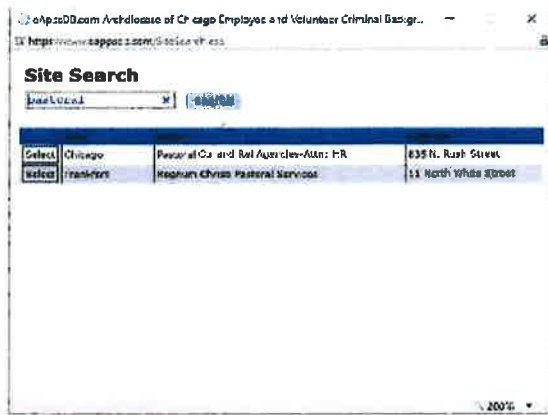
New User Registration Screen



Follow instructions provided on the screen. Use your full name (as in your government issued ID/passport).

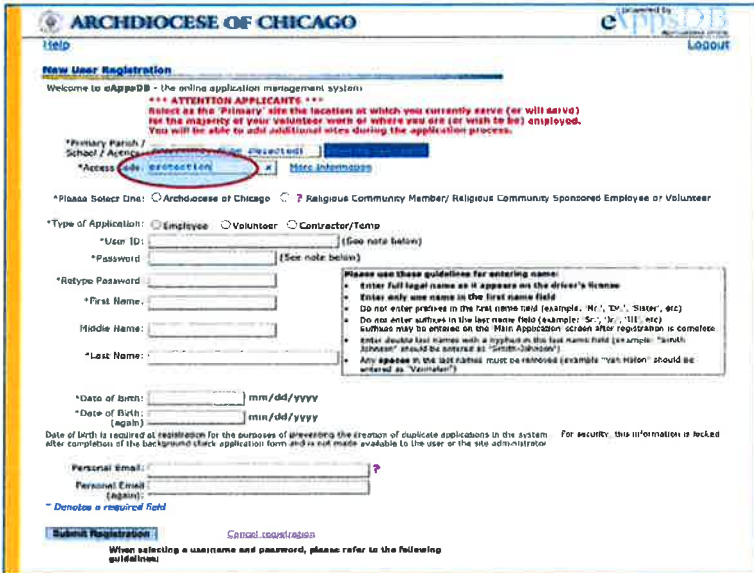
All fields on this screen require entry except email address.

In the Primary Parish/School/Agency field, select the diocesan entity at which you are employed. Click the blue box [“Open the Site Search”]. Type in the Site Name

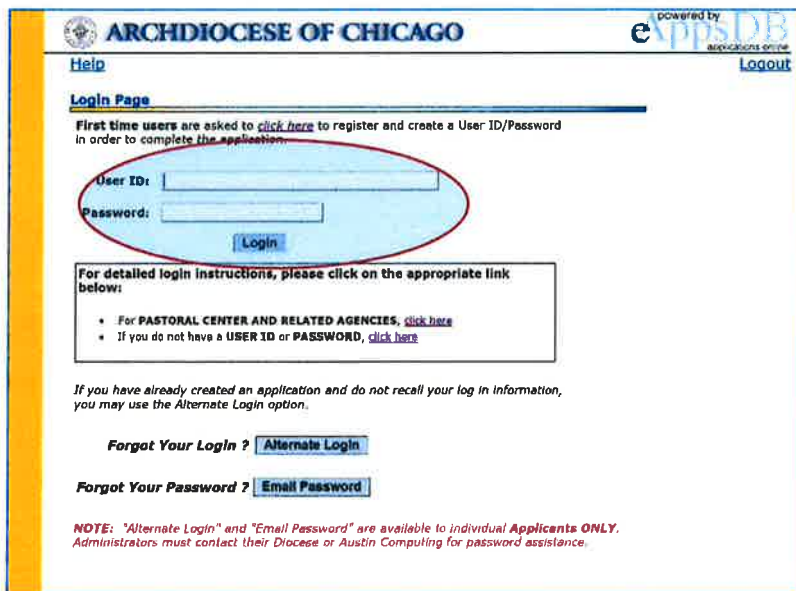


Open the **SITE SEARCH**, and type site name (e.g., type “Michael” for St. Michael, “Angels” for Mission of Our Lady of the Angels, “pastoral” for Pastoral Center, etc).

Select Site from the list provided.



Use Access Code “**protection**” to Create a User ID and Submit Registration to begin entering required information for background check. (Please remember your UserID and password for future use.)



After you “**Submit Registration**” you will return to the original screen to enter the UserID and password you created to finish the background check process.

When you are done completing the application press the “**Submit Application**” button to submit your application, which will give you a screen saying you have completed the process.