

INSTRUCTIONS

ACCESSING INFORMATION IN THE PGC INFORMATION SYSTEM

Individuals in the database are referred to as a “**contact**”.

Step 1. Go to <http://pgc.dio.org>

Step 2. Enter your assigned login and password, click on

Login

Step 3. Enter **Last Name** and **City (City is optional)**, click on

Find

The entire last name does not need to be entered in the last name field. For example you may enter just the first letter of the last name or a the first few letters of the last name to view a list of individuals allowing you to scroll through the list to locate the contact.

If no results appear it may be the contact does not have a record in the data base. However it may also be due to one of the following conditions:

- a. Make sure the last name is spelled correctly.
- b. Try searching under just the first letter or the first few letters of the last name. The name may be incorrectly spelled in the database. Try different spellings. (i.e. last name begins with “K” but may be in the database under “C”, etc.).
- c. Check under any maiden names or other last names
- d. Check hyphenated names using the hyphen or no hyphen, one name or the other.
- e. If you have entered both last name and the city field delete city and check using last name only.
- f. If still unable to locate the name and the person is positive they took the training or submitted a background check call or email Sheryl Spears in the OHR @ 217-698-8500 Ext. #151, or email: sspears@dio.org to double check.

Step 5. If the contact is recorded in the data base the contact’s name, address and city will appear. To view additional information regarding this contact double click on the contact name. The following information will appear:

- a. Name
- b. Address
- c. City
- d. State
- e. Zip Code
- f. PGC Trained (Yes/No)
- g. Background Checked” (Yes/No)
- h. Phone: (If recorded)
- i. E-Mail (If recorded)
- j. Last 4 SSN (this is included to aid in identification)

Step 6. At the bottom of the Contact Information Screen there are three options. To return to the previous screen at any time click on **Back to Previous Information**

Option – Double Click on:	Information Displayed
View Assignments	Double clicking on this option will list the parish, school location(s) the contact is assigned as well as the safe environment position (i.e., volunteer, educator, parent, parish employee, etc). To return to the previous screen click on Back to Previous Information

Option – Double Click on:	Information Displayed
View Trainings	Double clicking on this option will display the place and date the contact attended the PGC training. To return to the previous screen click on Back to Previous Information .
View Background Checks	Double clicking on this option will display the counties or method of the background check conducted, the dates completed and the result of the criminal history search. A Clear result indicates no felony or misdemeanor record was found. A Hit result indicates a criminal conviction was reported for this individual. For more information regarding a criminal conviction a pastor or principal may contact the Office for Human Resources 217-698-8500 Pat Kornfeld @Extension #155 or Sheryl Spears @Extension #151.
Print (for a report on any one individual)	Double clicking on this option will display the training and background check details for the individual. The individual report can be printed from this screen or click on the drop down Select a format , and choose from the list the format in which you want to save the printed report and click on Export , choose open or save and print the report from that option.

Step 7. View and Print Parish Audit Reports – Reports are titled “**Contact Audit Report**” and then list the parish or school name. From the top margin double click on **Print a Report**. The report screen displays two selection columns.

- a. Location Column
- b. Position Column

To View a Report	Location column	Position Column	Action
Single Location and All Positions	Scroll to the location desired and click on the location	Click in the All Positions box located at the top of this column.	Click on View Report button located in the margin above the columns
Multiple Locations and All Positions	Scroll to the first location desired, hold the Control key and click on the location . Scroll to the next location and repeat the steps above (<i>Holding the Shift key while selecting locations will result in consecutive selection of locations</i>)	Click in the All Positions box located at the top of this column.	Click on View Report button located in the margin above the columns
Single or Multiple Locations for specific positions (i.e. educator)	Select the location(s) as directed above	Click on one or more positions. To select more than one position hold the Control key while selecting	Click on View Report button located in the margin above the columns

Print a Report – To print a report the report(s) must first be selected and viewed.

- a. From the tool margin of the report viewer screen find the “**Select a format**” tool.
- b. Click on the drop down arrow and select the format in which you want to export the report (PDF a usual selection)
- c. Double Click on the word **Export**
- d. You may chose to **Open** or **Save** the report.
- e. Click on the desired option and follow the on screen instructions to complete the option chosen.