

MEMORANDUM

DATE: AUGUST, 2008

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Subject: PGC Web Database Access Instructions. (For accessing Safe Environment training and criminal history compliance information on Church personnel in the Diocese of Springfield in Illinois)

The Office for Human Resources provides a web based application that allows pastors and principals, or key personnel authorized by the pastor or principal, access to the diocese safe environment database where the attendance of the Protecting God's Children for Adults training and criminal history background checks for church personnel are recorded. This data base has multiple look-up and reporting functions which we hope will be convenient for parishes, schools and other agencies in tracking the safe environment compliance of employees and volunteers throughout the diocese. The data base should be helpful in many ways but also to ensure that individuals new to employment or volunteer positions transferring from another diocesan parish, agency or institution are compliant in both safe environment requirements

1. **Web Address:** <http://pgc.dio.org>
2. To obtain a login and password to access the database **Call 217-698-8500 ask for Pat Kornfeld Ext #155 or Sheryl Spears Ext #151.**

LOGIN PASSWORD

The above login and password can be changed to a login and password of your choosing by emailing your desired login and password change to sspears@dio.org or pkornfeld@dio.org. or complete the form attached and return by fax or mail.

3. **Your Database Access Authority Level is: Administrative Assistant** At this level the user may:
 - Access the data base to look-up the safe environment status of a contact
 - View training dates and locations
 - View criminal history background information
 - View or print a report for an individual
 - View or print contact audit reports on single or multiple diocesan locations.
4. There is one **other level of authority** for reviewing information in the database

Member Level – At this level an individual may view information that pertains only to the themselves.

PGC Web Database Login or Password Change and Assignment Request

Login or Password Change

Contact Name: _____

Please Print

Please change my login to: _____

Please change my password to: _____

Assignment Request

Please assign **Administrative Authority** to the following employees: (Please print)

Employee Name _____

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Employee Name _____

Employee Name _____

Signature Required

Date