

PGC Online Information System Instructions and Information

Log onto: <http://pgc.dio.org>

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Definitions

Assignment: the parish/school or diocesan agency or institution where the contact is employed and/or volunteers. A contact can have more than one assignment and more than one position.

BC Expires: This column on the report will list a date, or Needs Checking. When a date appears it is the date when another background check is due to be completed by the contact if the contact is still affiliated with the parish, school, agency or institution of the diocese. A background check is repeated for all Church personnel every 5 years.

Contact: The report refers to all individuals in the database as a CONTACT.

FP Chk: All school employees must complete a fingerprint check. If one has been completed this column will list “Yes” for the contact.

Needs Checking: Indicates: 1) the background check has expired, or 2) a background check has not been conducted.

Position or Audit Position: The position or audit position refers to the role the individual is in for a particular parish, school, agency or institution in the diocese. A contact may have more than one position and more than one assignment:

- **Parish Employee** – Employed at a parish office (not the parish school)
- **Elementary School Staff** – Employed at a Catholic School in the diocese (secretary, counselor, maintenance, cooks, coaches, etc.)
- **High School Staff** – Employed at a Catholic H.S. in the diocese (secretary, counselor, maintenance, cooks, coaches, etc.)
- **Educator** – Employed at a Catholic School in the diocese as a teacher, principal or assistant principal (includes substitute teachers).
- **Diocesan Employee** – Employed by an agency of the diocese (Catholic Pastoral Center, Catholic Charities, etc.)
- **Volunteer** – volunteer for a parish/school/PSR program in the diocese.

Other Positions: Deacon, Priest, Deacon Candidate, Religious or Seminarian are positions designated by the Office for Safe Environment. All priests, deacons, deacon candidates, seminarians, religious are listed in separate groups and not included in the parish report.

PGC Online Information System - Instructions and Information

Obtaining a User Name and Password

User names and passwords are assigned by the PGC Information System and communicated to users via email upon request by the Office for Safe Environment. Authority Levels allowing users to view or edit information within the system are assigned by the Office for Safe Environment.

HELP - If you have forgotten your username or password or for questions or assistance regarding the system please contact the Office for Safe Environment:

Alison Smith

Email asmith@dio.org
217-698-8500 Ext #162

Debbie Maynerich

Email dmaynerich@dio.org
217-698-8500 Ext 151

PGC Information System Authority Levels

Member – A contact is able to view their own information in the system.

Admin Assistant – Able to view all contacts in the system but not perform edit functions within the system.

Parish Safe Environment Coordinator – Able to view all contacts in the system and to edit specific information in the system.

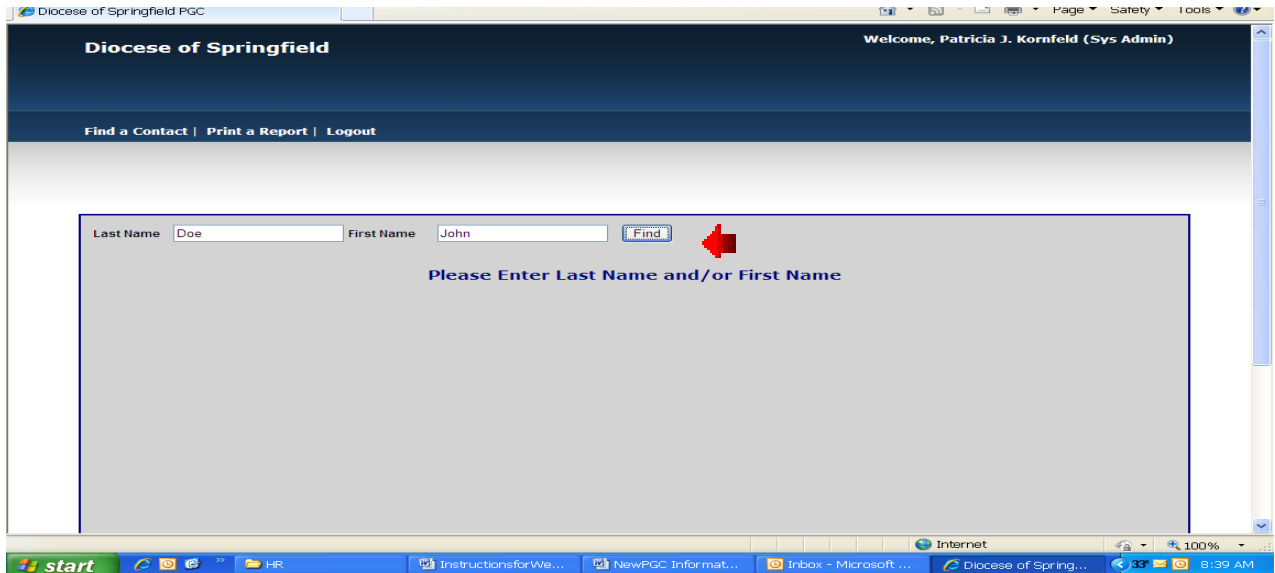
Home Page Log onto: <http://pgc.dio.org>

1. Login: **Enter** User Name and Password.
2. User name and password is assigned by the Office for Safe Environment. If you do not already have a user name and password contact the Office for Safe Environment.

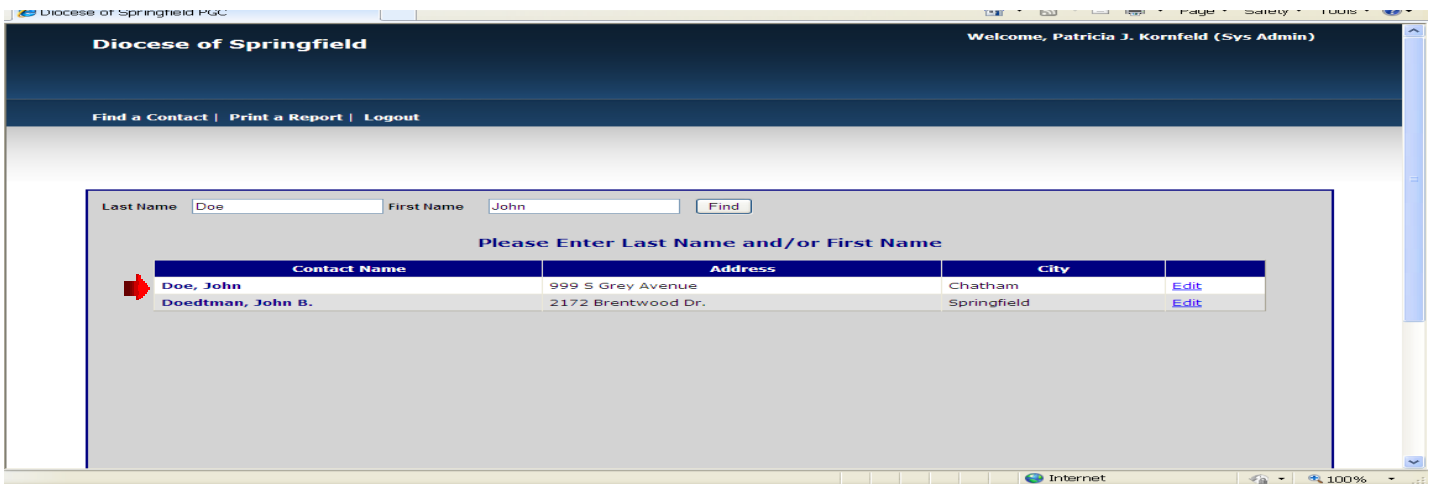
The screenshot shows the login interface for the PGC Information System. At the top, a dark blue header contains the text 'Diocese of Springfield' on the left and 'Welcome' on the right. Below this header is a navigation bar with links for 'Find a Contact', 'Print a Report', and 'Logout'. The main content area has a light gray background and contains the text 'Welcome to the PGC Information System (4.0)' and 'Please Login'. A 'Log In' form is centered, with a title bar that says 'Log In'. The form includes two input fields: 'User Name' and 'Password'. A 'Log In' button is located at the bottom right of the form. A red arrow points to the 'Log In' button.

Find a Contact

1. Enter: **Last Name** and/or First Name
2. **Select: FIND**



Contact Appears



Edit – Name, Address, City, State, Zip Code, Telephone, E-Mail

1. **Select:** **Edit** – for the desired contact name (Doe, John)

Information for John Doe Appears

Diocese of Springfield Welcome, Patricia J. Kornfeld (Sys Admin)

Find a Contact | Print a Report | Logout

Last Name: First Name:

Please Enter Last Name and/or First Name

Contact Name	Address	City	
Doe, John	999 S Grey Avenue	Chatham	Edit
Doedtman, John B.	2172 Brentwood Dr.	Springfield	Edit

2. **Edit:** Enter appropriate changes to the **First, Last Name, Address, City, Zip Code, Telephone, E-mail Address**
3. **Select:** Save to save changes

Diocese of Springfield Welcome, Patricia J. Kornfeld (Sys Admin)

Find a Contact | Print a Report | Logout

[Back to search results](#)

Contact Information

First Name:

Last Name:

Address:

City:

State:

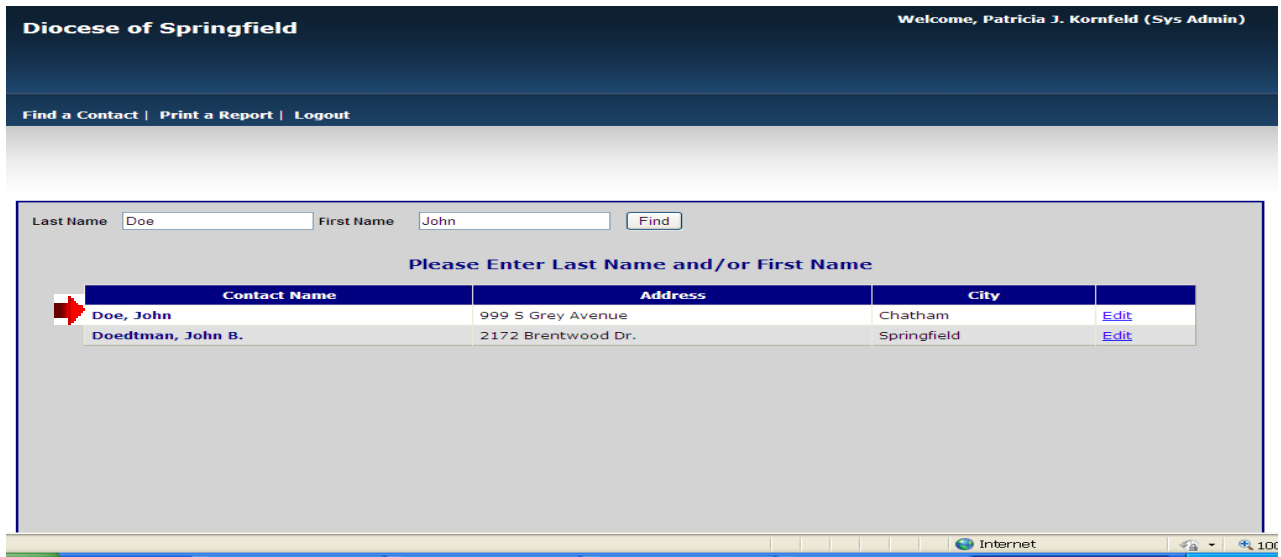
Zip Code:

Telephone:

E-Mail Address:

View Contact Information

1. **Select:** Contact Name



Contact Information Screen



Edit Contact Information

1. **Assignment** – **Select: View Assignment**
2. From the Assignment Screen **Select: Edit**
3. **Edit:** Enter appropriate changes to assignment information using the drop down selections
4. **Select: SAVE** to save the changes made.
5. **Select: Back to Search Results** to return to the previous screen

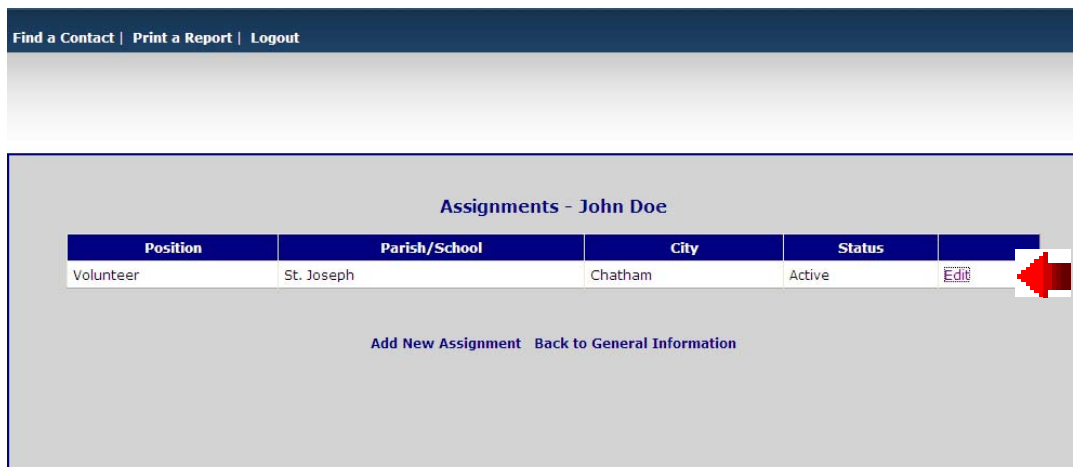


[Back to search results](#) 

Contact Information


Name: John Doe
Address: 999 S Grey Avenue
City: Chatham
State: IL
Zip Code: 62702
PGC Trained: Yes
Background Checked: Yes
Phone: (217) 698-8500
E-Mail: N/A
Last 4 SSN: N/A

 [View Assignments](#) [View Trainings](#) [View Background Checks](#) [Print](#)

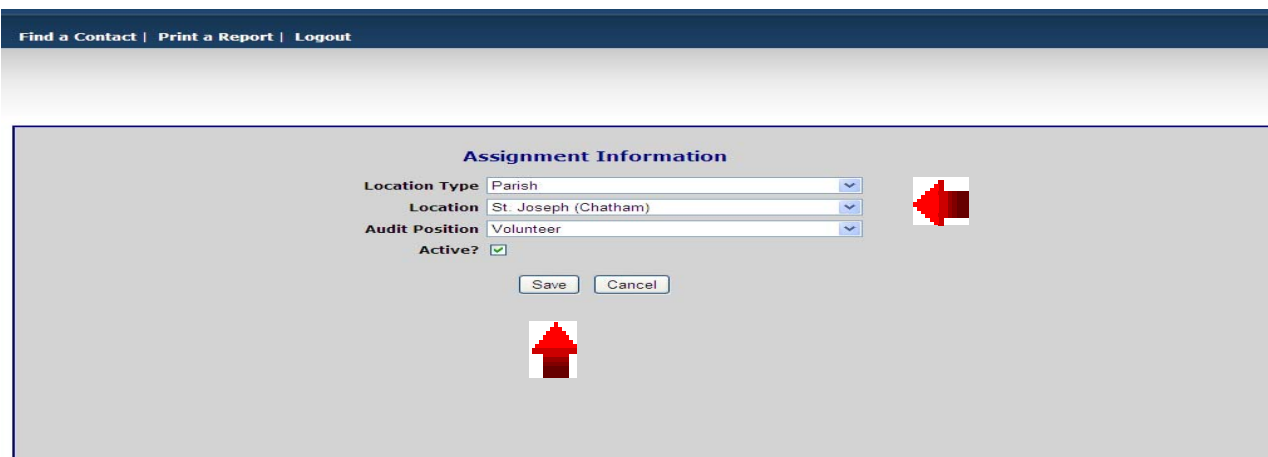


[Find a Contact](#) | [Print a Report](#) | [Logout](#)

Assignments - John Doe


Position	Parish/School	City	Status	
Volunteer	St. Joseph	Chatham	Active	Edit 

[Add New Assignment](#) [Back to General Information](#)



[Find a Contact](#) | [Print a Report](#) | [Logout](#)


Assignment Information

Location Type: 

Location:

Audit Position:

Active?



View Training Information

1. **Select:** View Trainings
2. **Select:** **Back to Search Results** to return to the previous screen

[Back to search results](#) 

Contact Information

Name: John Doe
Address: 999 S Grey Avenue
City: Chatham
State: IL
Zip Code: 62702
PGC Trained: Yes
Background Checked: Yes
Phone: (217) 698-8500
E-Mail: N/A
Last 4 SSN: N/A

[View Assignments](#) [View Trainings](#) [View Background Checks](#) [Print](#)




Diocese of Springfield Welcome, Patricia J. Kornfeld (Sys Admin)

[Find a Contact](#) | [Print a Report](#) | [Logout](#)

Trainings - John Doe

Date	Organizer	Notes
10/28/2012	St. Joseph, Chatham	

[Back to General Information](#)



View Background Check Information

1. **Select:** View Background Checks
2. **Select:** **Back to General Information** to return to the previous screen

[Back to search results](#)

Contact Information

Name: John Doe
Address: 999 S Grey Avenue
City: Chatham
State: IL
Zip Code: 62702
PGC Trained: Yes
Background Checked: Yes
Phone: (217) 698-8500
E-Mail: N/A
Last 4 SSN: N/A

[View Assignments](#) [View Trainings](#) [View Background Checks](#) [Print](#)




[Find a Contact](#) | [Print a Report](#) | [Logout](#)

Background Checks - John Doe

Sponsor	County/State	Date	Status
St. Joseph, Chatham	Adams (IL)	11/29/2012	Clear

[Back to General Information](#)



Print a Contact Report

1. **Select:** Print
2. **Select:** Print Icon
3. **Select:** Back to Contact Page

Diocese of Springfield

Find a Contact | Print a Report | Logout

[Back to search results](#)

Contact Information

Name: John Doe
Address: 999 S Grey Avenue
City: Chatham
State: IL
Zip Code: 62702
PGC Trained: Yes
Background Checked: Yes
Phone: (217) 698-8500
E-Mail: N/A
Last 4 SSN: N/A

[View Assignments](#) [View Trainings](#) [View Background Checks](#) [Print](#)

[Back to Contact Page](#)

1 of 1 Whole Page Find | Next

Individual Safe Environment Audit Report

Diocese of Springfield in Illinois, Office for Human Resources (217) 698-8500

John Doe

999 S Grey Avenue, Chatham, IL 62702

Background Check Information

Sponsor	County/State	Date	Status
St. Joseph, Chatham	Adams (IL)	11-29-2012	Clear

Additional Checks

Illinois Department of Child and Family Services

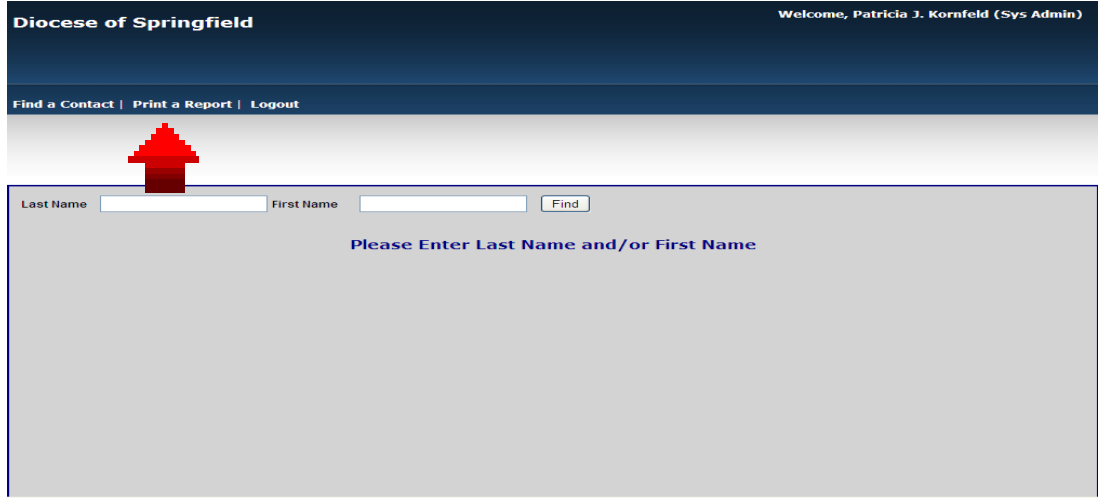
National Sex Offender (includes Illinois State Sex Offender) Registry

Training Information - Virtus® Protecting God's Children for Adult

Date	Organizer	Notes
10-28-2012	St. Joseph, Chatham	

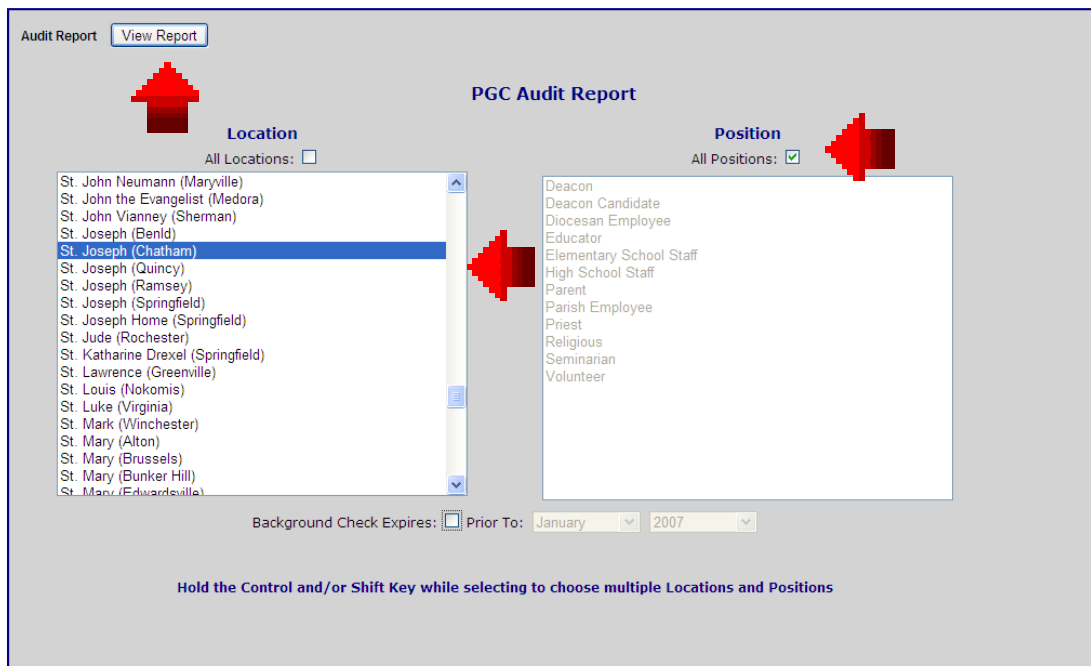
View/Print a Parish/School, School or Agency Report

1. **Select:** Print a Report from the Top Tool Bar



To view a report for a specific parish/school, school, agency or institution that will display all positions

1. **Select:** Location from the Location Selection Box
2. **Check** the Box "All Positions"
3. **Select:** View Report



Report Screen.

1. The **number of pages in the report** is displayed in the tool bar.
2. To advance to the next page click on the forward ► arrow in the tool bar
3. To return to a previous page click on the ◀back arrow in the tool bar
4. To search for a particular name, enter the name in the **Search Box** and **select Find**
5. The report can be exported to a particular program for formatting report criteria by selecting the **Computer Screen Icon** in the toolbar.
6. To Print the report (all pages or a selection of pages) click on the **Print Icon**
7. To return to the Report Screen **Select: Back to Report Criteria**

3. Back Arrow 1. Pages 2. Forward Arrow 4. Search Box 5. Computer Screen 6. Print Icon

↓ ↓ ↓
[Back to Report Criteria](#)

The screenshot shows a web-based report interface. At the top, there is a toolbar with navigation arrows, a page indicator '1 of 13', a search box with 'Find | Next', and icons for printing and computer screen export. Below the toolbar, the report title is 'Contact Audit Report' for 'Holy Family, Granite City'. The main content is a table with columns: Contact Name, Address, City, State, Audit Position, Training, BG Chk, FP Chk, Trained At, and BC Expires. The table lists 15 contacts with their respective details.

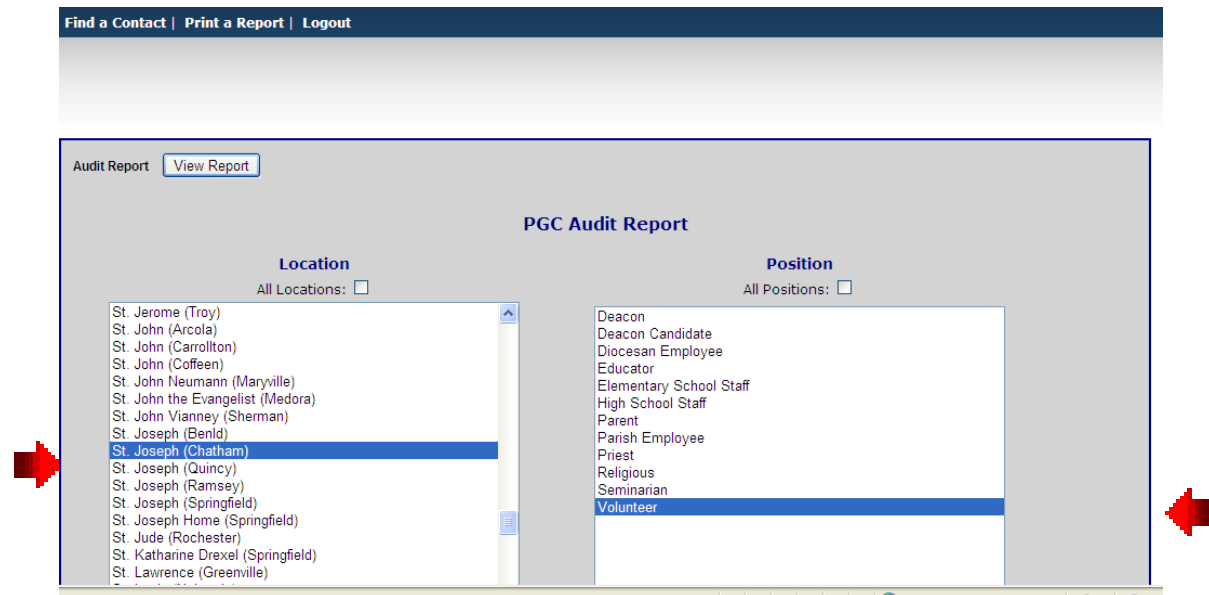
Contact Name	Address	City	State	Audit Position	Training	BG Chk	FP Chk	Trained At	BC Expires
Ahlvers, Sara M	2727 Grand	Granite City	IL	Volunteer	Yes	Yes		Ss Peter and Paul, Collinsville	11/6/2017
Alexander, Teresa Ann	2622 Edwards St.	Granite City	IL	Volunteer	Yes	Yes		Diocese of Springfield, Springfield	8/20/2014
Alfaro, Betty	2224 Illinois Ave.	Granite City	IL	Volunteer	Yes	Yes		St. Boniface, Edwardsville	10/5/2016
Alfaro, Salina	1626 7th St.	Madison	IL	Volunteer	Yes	Yes		St. Boniface, Edwardsville	10/5/2016
Allen, Alexandria	2623 Delmar	Granite City	IL	Parish Employee	Yes	Yes		St. Boniface, Edwardsville	8/24/2016
Allen, Amy C	3045 Nyrtle Ave	Granite City	IL	Volunteer	Yes	Yes		Holy Family, Granite City	9/26/2017
Allison, Dawn Marie	89 Riviera Dr.	Granite City	IL	Parent	Yes	No		St. Elizabeth, Granite City	Needs Checking
Allison, Dawn Marie	89 Riviera Dr.	Granite City	IL	Volunteer	Yes	No		St. Elizabeth, Granite City	Needs Checking
Alsop, Patricia A.	3352 Colgate Plae	Granite City	IL	Volunteer	Yes	Yes		St. Elizabeth, Granite City	11/8/2017
Amberger, Deborah Ann	2665 Grand Ave.	Granite City	IL	Parish Employee	Yes	Yes	Yes	Diocese of Springfield, Springfield	4/15/2014
Anderson, Joan M	811 Lee	Madison	IL	Volunteer	Yes	Yes		Holy Family, Granite City	10/9/2017
Anderson, Sonya	3225 Davis Ave.	Granite City	IL	Parent	Yes	Yes		Ss Peter and Paul, Alton	12/9/2015
Atkins, Amanda Charlyn	3001 Wayne Ave.	Granite City	IL	Educator	Yes	Yes	Yes	Diocese of Springfield, Springfield	1/12/2014

Report Columns List Information pertaining to each individual (contact) on the report:

Contact Name	Individual Name
Address	Address on record
City	City on record
State	State on record
Audit Position	Audit position reported
Training	Yes – Attended Training No – No training attendance on record
BG Chk	Yes – Background check completed No – Background check not completed
FP Chk	Yes – Fingerprint Check Completed
Trained At	Location where contact attended training
BC Expires	Displays a Date or “Needs Checking” – Needs Checking indicates a background check has not been completed or the contact is due for a recheck.

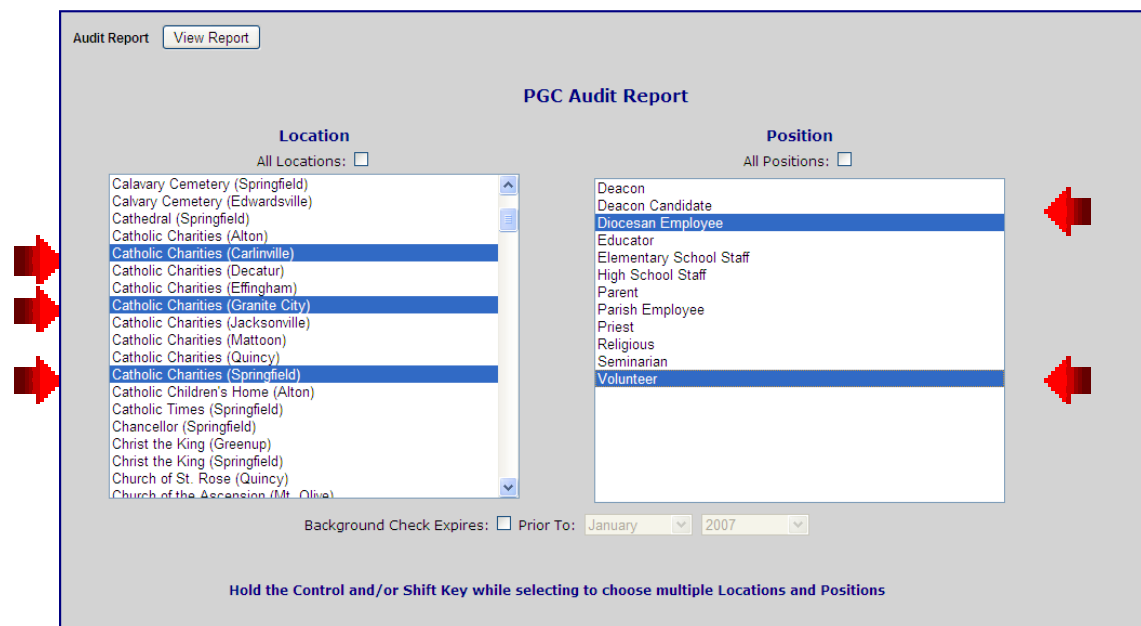
View/Print a Report for One Location and a Particular Position

1. **Select:** The **Location** from the Location Selection Box
2. **Select:** The position to be viewed or printed
3. **Select:** View Report



View/Print a Report for Multiple Locations & Positions

1. **Select:** The **Location** from the Location Selection Box and **Hold the Shift Key** or
2. **Hold the Control Key**
3. **Select:** One position and **Hold the Shift Key** or **Control Key** to select another position
4. **Select:** View Report



View/Print a 5 Year Background Recheck Status Report

1. **Select:** The **Location** from the Location Selection Box
2. **Select:** The position(s) to be viewed or printed
3. **Select:** Background Check Expires
4. **Enter:** Month and Year from the Drop Down Menus
5. **Select:** View Report

PGC Audit Report

Location
All Locations:

- St. Isidore (Bethany)
- St. Isidore the Farmer (Dieterich)
- St. Isidore the Farmer Parish (Dieterich)
- St. James (Decatur)
- St. James (Riverton)
- St. James (St. Jacob)
- St. Jerome (Troy)
- St. John (Arcola)
- St. John (Carrollton)
- St. John (Coffeen)
- St. John Neumann (Maryville)
- St. John the Evangelist (Medora)
- St. John Vianney (Sherman)
- St. Joseph (Benid)
- St. Joseph (Chatham)**
- St. Joseph (Quincy)
- St. Joseph (Ramsey)
- St. Joseph (Springfield)
- St. Joseph Home (Springfield)

Position
All Positions:

- Deacon
- Deacon Candidate
- Diocesan Employee
- Educator
- Elementary School Staff
- High School Staff
- Parent
- Parish Employee
- Priest
- Religious
- Seminarian
- Volunteer**

Background Check Expires: Prior To: January 2013

6. Report lists contacts with background checks expiring prior to the date entered

[Back to Report Criteria](#)

1 of 3 | Whole Page | Find | Next

Contact Audit Report

St. Joseph, Chatham

Contact Name	Address	City	State	Audit Position	Training	BG Chk	FP Chk	Trained At	BC Expires
Anderson, Janice Lynn	100 Nevermind Dr.	Chatham	IL	Volunteer	Yes	No		St. Joseph, Chatham	Needs Checking
Anderson, Rodger Heath	100 Nevermind Dr.	Chatham	IL	Volunteer	Yes	No		St. Joseph, Chatham	Needs Checking
Armstrong, Victoria Sue	5052 Cockrell Lane	Springfield	IL	Volunteer	Yes	No		Diocese of Springfield, Springfield	Needs Checking
Austiff, Mary Kay	2605 Hastings Rd.	Chatham	IL	Volunteer	Yes	No		St. Joseph, Chatham	Needs Checking
Banks, Kristin Michelle	1121 Paddock Lane	Springfield	IL	Volunteer	Yes	No		Diocese of Springfield, Springfield	Needs Checking
Barber, Deborah Elizabeth	705 Money Tree Dr.	Chatham	IL	Volunteer	Yes	No		St. Joseph, Chatham	Needs Checking
Barnhart, Kathleen M.	21 Hyde Park Place	Springfield	IL	Volunteer	No	No			Needs Checking
Beyer, Gene Charles	9220 Old Indian Trail	Chatham	IL	Volunteer	No	No			Needs Checking
Black, Paula Mary	36 Covered Bridge Acres	Glenarm	IL	Volunteer	Yes	No		Diocese of Springfield, Springfield	Needs Checking
Butcher, Nancy E.	14 Hyde Park	Springfield	IL	Volunteer	Yes	No		Diocese of Springfield, Springfield	Needs Checking
Cantrall, Tena Marie	127 White Rd.	Glenarm	IL	Volunteer	Yes	No		Diocese of Springfield, Springfield	Needs Checking
Carrigan, Susan Marie	337 Woodland	Chatham	IL	Volunteer	Yes	No		Diocese of Springfield, Springfield	Needs Checking
Conlon, James Edward	5776 Oakdale Dr.	Springfield	IL	Volunteer	No	No			Needs Checking
Connelly, Lynn Best	63 Covered Bridge Acres	Glenarm	IL	Volunteer	Yes	No		Diocese of Springfield, Springfield	Needs Checking