



Directions to complete the Diocese of Harrisburg On Line Child Abuse Training

1. Go to <https://safeyouth.hbgdiocese.org/> There will be a green sign in box at the bottom of the webpage. Click the button marked "Register." It will ask you to fill out some information and in the process you will create a password for your account. Your user name will be your email.
2. Go back to <https://safeyouth.hbgdiocese.org/> and sign in, you will be asked to agree to the Diocese or Harrisburg Code of Conduct, as well as to view a welcome video from our Bishop.
3. This will then take you to the website for the Pittsburg University On line Training site. This can be found at https://www.reportabusepa.pitt.edu/webapps/portal/execute/tabs/tabAction?tab_group_id=91_1 To start in the top left hand corner of the screen click the second tab in marked "Registration."
4. You will be asked to fill out some information and then at the end you will be given a username and password for this website. From this point on, you can go directly to the link listed above to access the course any time you need to access it using the User Name and Password the site gave you.
5. Work your way through the training. Each page has a timer and you will not be able to leave that page until the time has reached zero (0).
6. At section 179 of the training, you will be asked if you are a mandated or permissive reporter. Ensure you choose mandated. If you choose permissive, your certificate will say you only completed two hours of training and you will have to complete the third hour later.
7. Upon completion of the training, print out your certificate and turn it into the Parish Office.