

Management Portal Instructions

July 2019

Contents

Overview	1
Update Contact Information	1
Edit an Existing EV Activity for Your Location	2
Create a New EV Activity for Your Location	3
Download CPS and Fingerprinting Reports	3
Volunteer to Employee	4

Overview

The Portal provides the ability to update an individual's contact information and to view and manage Employee and Volunteer EV activities at your location. Keeping EV activities up-to-date facilitates:

- An accurate employees and volunteers list with their compliance status
- Quarterly compliance report reviews, signatures and submissions to OPCYP
- Timely and applicable background check renewals and their associated fees
- OPCYP audit preparations

In the Portal, you can:

1. Update an individual's contact information.
 - a. Phone number
 - b. Email address
 - c. Street address
 - d. City
 - e. State
 - f. Zip code
2. Enter an End Date of service for an active EV activity at your location.
3. Create an EV activity for new employment or a new volunteer position at your location.
4. Download Fingerprinting and CPS reports.

Update Contact Information

1. From the Dashboard, click the ID link to open the individual's Profile Page.

[237820](#) Kent James

2. Click EDIT below the individual's contact information.

EDIT

3. Enter the updated information in the corresponding field(s).
4. Click SAVE.

SAVE

Edit an Existing EV Activity for Your Location

For an existing EV activity, you can enter the End Date of service. If other updates are required, submit a ticket to OPCYP's Freshdesk portal with your requested information updates.

1. From the Dashboard, click the ID link to open the individual's Profile Page.

[237820](#) **Kent** **James**

2. Find the individual's EV activity to update and click the Edit link.

EV Activities

Location	Role	Position	Start Date	End Date
St Veronica Church	Employee	OffStf-Bookkeeper-NH	6/15/2016	Edit

3. Enter the End Date of service and click SAVE.

Edit/Add EV Record

Location:

Position:

Role:

Start Date: (MM/DD/YYYY)

End Date: (MM/DD/YYYY)

SAVE

4. Confirm the update is reflected on the individual's Profile Page.

EV Activities

Location	Role	Position	Start Date	End Date
St Veronica Church	Employee	OffStf-Bookkeeper-NH	6/15/2016	7/15/2019

Create a New EV Activity for Your Location

When an individual begins a new Employee or Volunteer position at your location, enter a new EV Activity onto their Profile Page.

- Use the SEARCH button on the Dashboard to find individuals who are currently compliant. Click their ID link to add a new EV Activity.
- If an employee is changing positions at your location, maybe from Bookkeeper to Business Manager, enter an End Date of service for the old position and create a new EV Activity with new Position, Role and Start Date information.

1. From the Dashboard, click the ID link to open the individual's Profile Page.

[237820](#) Kent James

2. Click ADD E/V ACTIVITY.

ADD E/V ACTIVITY

3. Enter Location, Position, Role and Start Date information and click SAVE.

Edit/Add EV Record

Location:	<input type="text" value="162 - St Veronica Chi"/>
Position:	<input type="text" value="OffStf-Business Mgr"/>
Role:	<input type="text" value="Employee"/>
Start Date:	<input type="text" value="07/16/2019"/> (MM/DD/YYYY)
End Date:	<input type="text" value="MM/DD/YYYY"/> (MM/DD/YYYY)
<input type="button" value="SAVE"/>	

4. Confirm the update is reflected on the individual's Profile Page.

EV Activities

Location	Role	Position	Start Date	End Date	
St Veronica Church	Employee	OffStf-Business Mgr 1-ES	7/16/2019		Edit
St Veronica Church	Employee	OffStf-Bookkeeper- NH	6/15/2016	7/15/2019	

Download CPS and Fingerprinting Reports

When OPCYP receives CPS and Fingerprinting Reports, they will upload the PDF files to the Portal and add the report date. To download the report, click the corresponding Download file link.

File Download

CPS Report	 Download file	Date	7/8/2019
Fingerprint Report	 Download file	Date	7/2/2019

Volunteer to Employee

All Employees require fingerprinting. If a compliant Volunteer is hired at your location, use the Portal to confirm if he/she has fingerprint information noted. If not, provide the new Employee with Fieldprint information. The new Employee does not need to complete the full Application process again.

The Diocese of Arlington requires all Clergy and Employees to be fingerprinted. The following steps include the hyperlink and instructions to be fingerprinted using the Commonwealth of Virginia's fingerprinting vendor *Fieldprint*.

- Visit <http://fieldprintvirginia.com>
- Click on the "Schedule an Appointment" button.
- Enter an email address under "New Users/Sign Up" and click the "Sign Up" button. Follow the instructions for creating a Password and Security Question and then click "Sign Up and Continue".
- Enter the Fieldprint Code: **FPDioceseArlington**.
- Enter the contact and demographic information required by the FBI and schedule a fingerprint appointment at the location of your choosing.
- At the end of the process, print the Confirmation Page. Take the Confirmation Page with you to your fingerprint appointment, along with two forms of identification.
- If you have any questions or problems, you may contact the Fieldprint customer service team at 877-614-4364 or customerservice@fieldprint.com.