

OPCYP Policy Update

Chancery Employee Instructions

How to Sign Updated Policy for Chancery Employees

The *Policy on the Protection of Children/Young People and Prevention of Sexual Misconduct and/or Child Abuse* was updated as of January 1, 2020. Chancery Employees will need to **electronically sign** the updated policy via DocuSign in accordance with the department schedule provided to your Director. Each department will have until Friday of that assigned week to complete this 10-15-minute process. The following directions will assist.

OPCYP Employee Instructions for the Policy

1. Access the application site by either:
 - a. Clicking or pasting the following link:
https://secure4.arlingtondiocese.org/opcyp_application/
 - b. Go to the Diocesan website: www.arlingtondiocese.org
 - i. Choose “Protecting Our Children
 - ii. Choose the blue box “EMPLOYEE/CONTRACTOR”
2. Employees need to log in on the left-hand side.
 - a.
 - b. View Screenshot Below:

The screenshot shows the login interface for the Catholic Diocese of Arlington's OPCYP application. At the top, the diocese name is displayed. Below it, a language selection bar offers English, Español, 한국어, and Tiếng Việt. The main area is split into two panels. The left panel, titled 'Sign In', contains fields for 'Username' and 'Password', a 'Keep me signed in' checkbox, a blue 'SIGN IN' button, and a link for 'I don't know my username or password'. The right panel, titled 'New Applicant?', encourages creating an account and includes a red 'CREATE YOUR ACCOUNT TODAY' button.

3. If you **do not know your username**, contact Luis Barrera Luis.Barrera@arlingtondiocese.org.
4. If you know your username and password, go to Step 7.
5. If you know your username but not your password, select “I don’t know my password” on the left-hand side.
 - a. A reset of your password is required.
 - b. An automated email will be sent. If you do not receive an email, check your SPAM folder.
 - i. If you don’t receive the automated email, contact Dcn. Marques robert.silva@arlingtondiocese.org.
6. Return to the log-in page and log in.
 - a. https://secure4.arlingtondiocese.org/opcyp_application/
7. Complete **each** OPCYP Tab Section by clicking the Enter/Edit button and update your information.

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Application Status

Applicant Information - **Complete**
Personal Information - **Complete**
Criminal Background - **Complete**
Employment/Volunteer History - **Complete**

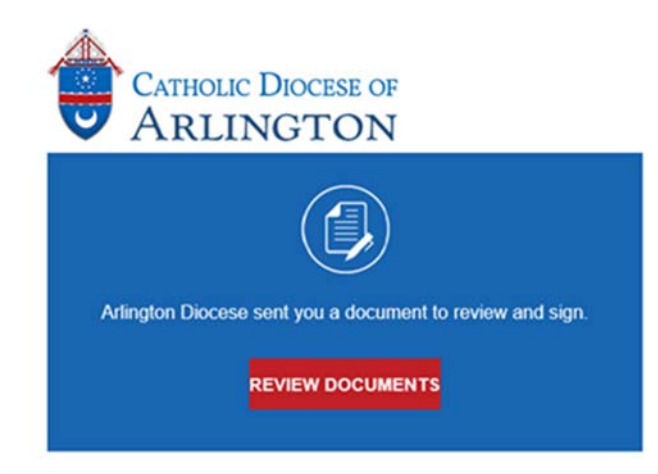
Congratulations! Your application is complete. Please click the "Finish" button to proceed to signing your legal documents.

FINISH

8. To electronically sign, click FINISH.
9. Click SUBMIT APPLICATION.
10. An email notification is sent to your specified email address.

DocuSign Steps

1. Open the DocuSign email and Click REVIEW DOCUMENTS in the email.



2. A DocuSign window will open.
3. Please read the Electronic Record and Signature Disclosure and then click the 'I agree...' box.
4. Click CONTINUE and SIGN. Signature is a RECPTION acknowledgement not a READ receipt.
5. Once you have completed the DocuSign process, another DocuSign window will appear that invites you to sign up for the account. It is unnecessary.

Lastly, if you wish to keep a hardcopy of the Policy visit the link below.

https://www.arlingtondiocese.org/uploadedfiles/cda/assets/pdf/child_protection/opcyp%20policy.121819.pdf