

OPCYP Policy Update

Employee Instructions

How to Sign the Updated Policy for all Diocesan 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. All Employees will need to update their OPCYP profile and **electronically sign** the updated policy via DocuSign by May 1, 2020 or sooner if your pastor/principal chooses to do so. This process will take 10-15-minute to complete. The following directions will assist. Your liaison is able to provide you your Username.

STOP! COLLECT THE FOLLOWING INFO PRIOR TO BEGINNING

Information Needed:

- ☐ Driver's License number
- ☐ Your addresses for the last 15 years of residence
- ☐ Your contact information for the last 10 years of employment (If you have worked for the same company for the past ten years, please provide at least one other employer if possible)
- ☐ Criminal history information (i.e., charges/convictions, jurisdiction, approximate date)
- ☐ The Location and Position Title indicated in your Welcome Letter/Email

Helpful Hints When Completing the Process:

- You will be asked twice in the Personal Information for your Middle Name
 - The first will likely be pre-populated with your Middle Initial – **Change it to your full middle name**
 - The second instance is listed as Middle Name at Birth and it is blank– **Ensure that it matches the first instance**
- When adding a spouse – **Ensure that scroll down using the bar on the right to complete all the fields**
 - The birthdate cannot be seen without scrolling down

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:

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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 divided into two sections: 'Sign In' on the left and 'New Applicant?' on the right. The 'Sign In' section includes 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 'New Applicant?' section contains a message about creating an account and a red 'CREATE YOUR ACCOUNT TODAY' button.

3. If you **do not know your username**, contact your parish or school liaison
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 luis.barrera@arlingtondiocese.org or sophia.gebretsadik@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.

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.

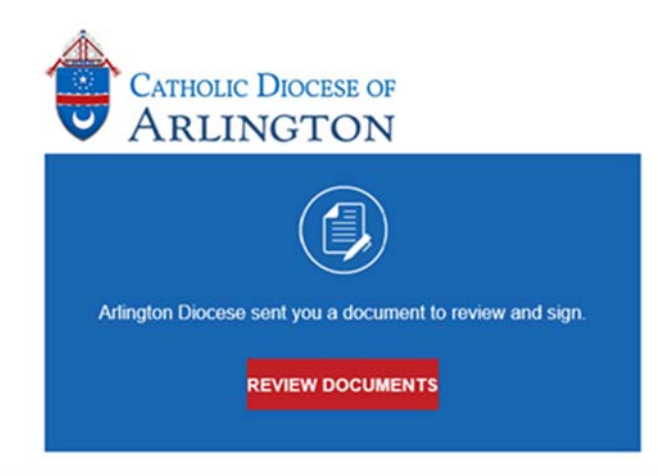
FINISH

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.

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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

Thank you!