

# OPCYP Code of Conduct Update

## Employee Instructions

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### How to Sign the Updated Policy for Employees

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The *Code of Conduct for Volunteers and Personnel in the Diocese of Arlington* (CoC) was promulgated by the Bishop on January 24, 2022. All Employees are required to **electronically sign** the updated CoC via DocuSign by April 1, 2022. The following directions will assist.

### OPCYP Clergy Instructions for the Policy

1. Access the application site by:
  - a. Clicking or pasting the following link:  
[https://secure4.arlingtondiocese.org/opcyp\\_application/](https://secure4.arlingtondiocese.org/opcyp_application/)
2. Employees need to log in on the left-hand side.
  - a. View Screenshot Below:

The screenshot shows the login interface for the OPCYP application. At the top, it says 'CATHOLIC DIOCESE OF ARLINGTON'. Below that, there's a language selection bar with 'English' selected. The main area is divided into two sections. The left section, titled 'Sign In', contains fields for 'Username' and 'Password', a 'Keep me signed in' checkbox, a blue 'SIGN IN' button, and a link that says 'I don't know my username or password'. The right section, titled 'New Applicant?', contains text encouraging account creation and a pink 'CREATE YOUR ACCOUNT TODAY' button.

3. If you **do not know your username**, contact your liaison who will be able to access for you through the OPCYP portal.
4. If you know your username and password, go to Step 6.
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 to the email address that is connected to your OPCYP account. If you do not receive an email, check your SPAM folder.
    - i. If you don’t receive the automated email, ask your liaison to submit an OPCYP helpdesk ticket.
    - ii. Once you have reset your password, return to the log-in page at  
[https://secure4.arlingtondiocese.org/opcyp\\_application/](https://secure4.arlingtondiocese.org/opcyp_application/)
6. Log in.
7. Complete **each** OPCYP Tab Section by clicking the Enter/Edit button to update any information that may have changed.

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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**

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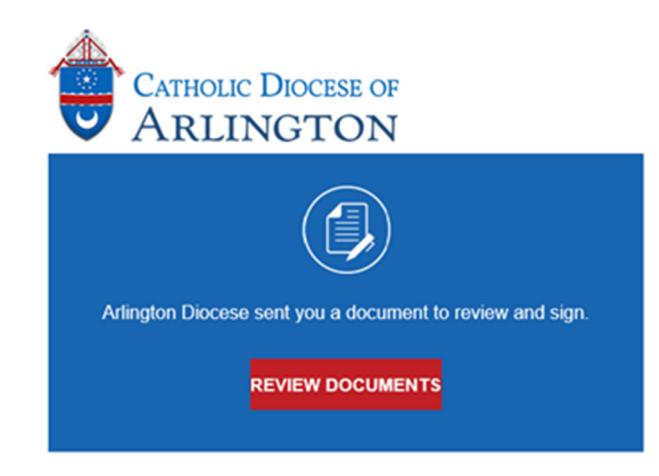
**Applicant Information**

**ENTER/EDIT APPLICANT  
INFORMATION**

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. Your signature is a **RECEPTION 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.
6. This completes your electronic signing of the Code of Conduct.