

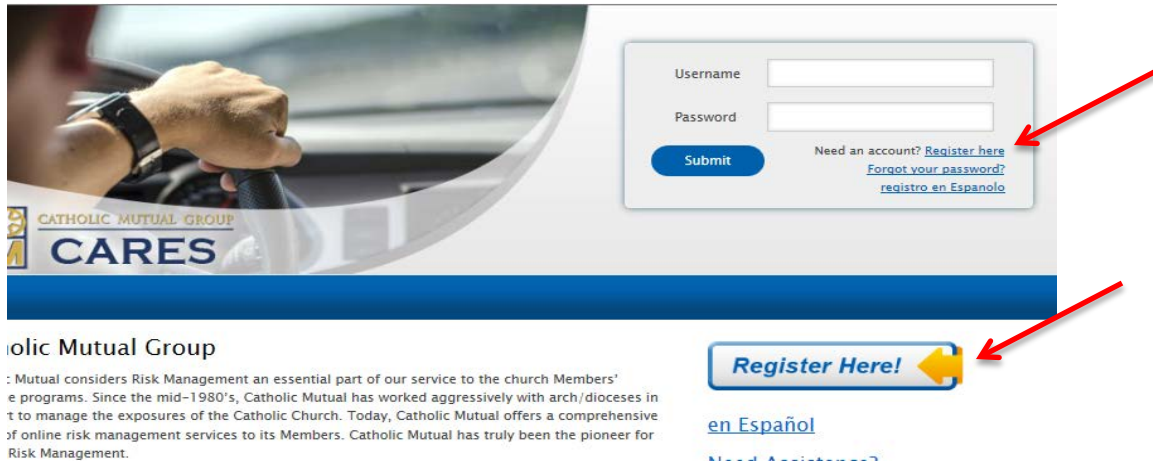
Catholic Mutual Safety Education Solutions

Be Smart – Drive Safe

End-User Instructions

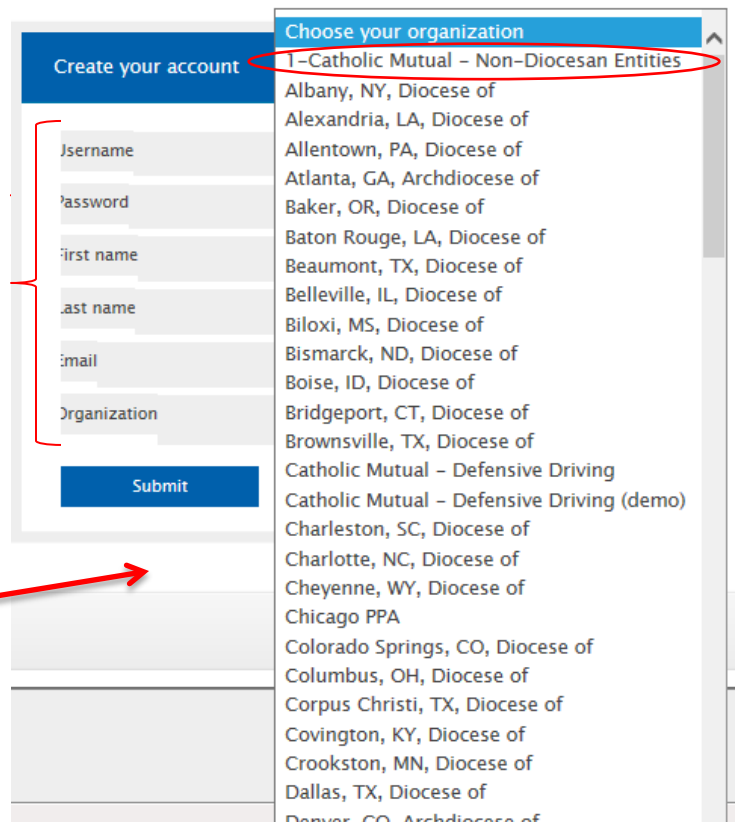
Self-Register:

1. Open your browser and navigate to www.catholicmutual.org. Compatible browsers include Internet Explorer 9 or higher, Firefox, Chrome, and Safari. Training is not compatible with portable devices such as iPods, tablets or smart phones at this time. If you view the training on one of these devices, you will not be able to take the test at the end and will not get credit for the training.
2. Select the 'Defensive Driving' Icon. This will direct you to the Safety Education Solutions platform. Click on "Register here".



3. Complete the requested information, noting the following:

- a. Because every user across the entire in2vate system must have a unique Username, we recommend that you use your complete email address.
- b. Create a password that is at least 6 characters long.
- c. You are able to change your password at any time by clicking "Update My Account" in the upper right-hand corner of the screen. Type your new password and hit "save".
- d. If you do not have an email account, choose a highly unique User Name and enter noaddress@example.com in the Email area.



4. Select your Organization (your Arch/Diocese). Click "Submit".

5. You will be asked to identify your primary Location (parish/school).

The screenshot shows a form titled "Locations and Roles". It has two main sections: "Location" and "Role". The "Location" section has a dropdown menu that is currently open, displaying a list of options: "Choose your location", "Chancery", "Immaculate Conception", "Immaculate Heart of Mary", "Main Office", "St. John Vianney", "St. Mary Parish", "St. Mary School", "St. Matthew Parish", "St. Paul School", and "St. Peter Parish". A red arrow points from the text "Sisters of Charity of Leavenworth" to the "Choose your location" option in the dropdown. The "Role" section has radio buttons for "Candidate for Ordination", "Deacon", "Educator", "Employee", "Priest", "Religious Ed Teacher", and "Volunteer". The "Volunteer" option is selected. Below the form is a blue "Submit" button and a link that says "What is my role?".

Sisters of Charity of Leavenworth

6. You will be asked to identify your primary Role.

Select Employee or Volunteer

The screenshot shows the "Locations and Roles" form with the "Location" dropdown menu closed and the "Role" section visible. The "Role" section has radio buttons for "Candidate for Ordination", "Deacon", "Educator", "Employee", "Priest", "Religious Ed Teacher", and "Volunteer". The "Volunteer" option is selected. A red arrow points from the text "Select Employee or Volunteer" to the "Employee" radio button. Below the form is a blue "Submit" button and a link that says "What is my role?".

Below the form, there is a list of definitions for the roles:

- **Priests/Deacons** – Religious order or diocesan priests/deacons in active or supply ministry (including "retired" clerics who continue to celebrate occasional sacraments), including diocesan priests/deacons who are living outside of the diocese.
- **Candidates for Ordination** – All men in formation, including seminarians and those preparing for the permanent diaconate;
- **Educators** – Paid teachers, principals, and administrators in diocesan/eparchial and parish schools
- **Employees** – Paid persons (other than priests/deacons or educators). This includes any individual employed by and working directly for the diocese/eparchy or parishes/schools. Examples include central office/chancery/pastoral center personnel, youth ministers who are paid, parish ministers, school support staff, rectory personnel, etc.
- **Volunteers** – Unpaid persons who actively assist the diocese/eparchy (including parishes and schools) such as catechists, youth ministers, coaches, etc.

7. The system will refresh and ask you to login with your new Username and Password.
8. Once logged into your account, you will be able to select and complete the *Be Smart – Drive Safe* module, along with others as required. Click the green 'Start' to launch the training.

Select: CM Be Smart Drive Safe and CM Passenger Vants



Available Online Training Modules

- CM Be Smart Drive Safe
- CM Be Smart Drive Safe (Spanish)
- CM Church Transportation
- CM Passenger Vans



Add to Assigned Modules



Administration **Adults' Training** My Arch/Diocese

- Online Training
- Training FAQ's
- Live Training
- Training Report
- Message Center

Online Training Modules

start ▶ CM Be Smart Drive Safe
Assigned: 09/11/2014
Due: 09/25/2014

start ▶ Past due

start ▶ Due date approaching

start ▶ Assigned

You no longer need to email or print your certificate, the completion of your training will be available to your system administrator.

Please contact in2vate at 1-800-205-5262 for technical questions, web assistance, or site functionality. For all other questions, please call Lori Kortright at 1-800-228-6108 ext. 2385.