

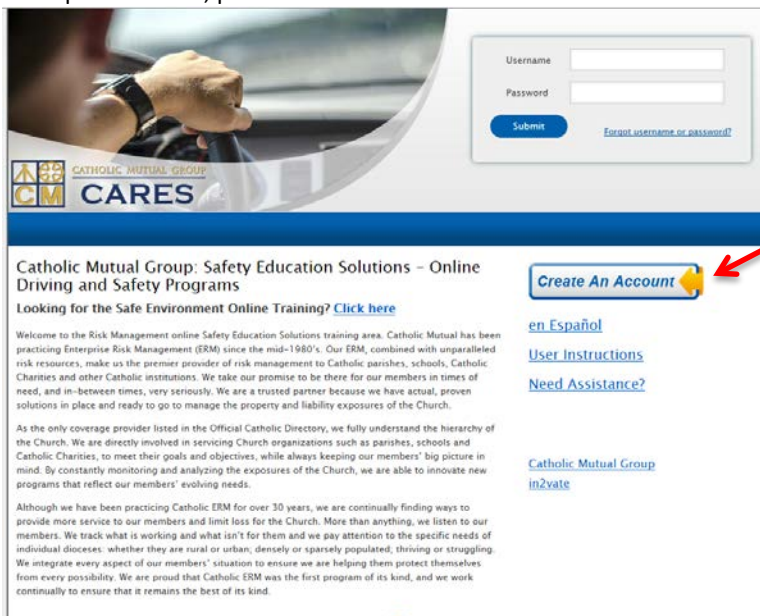
Catholic Mutual Safety Education Solutions

Defensive Driving Program

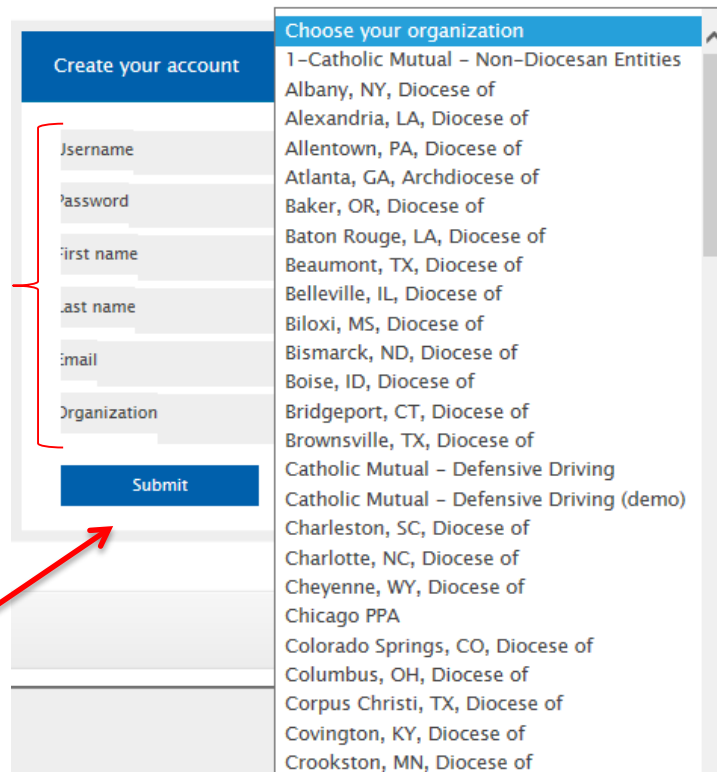
End-User Instructions

Self-Register:

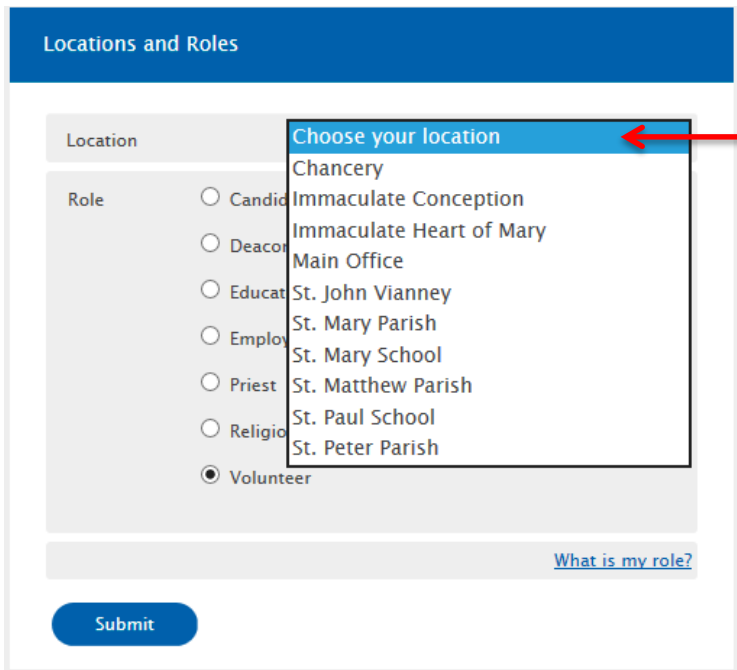
1. From the Catholic Mutual Group webpage, you can click the driving icon. You can also access the site at www.catholicmutual.org. Compatible browsers include Internet Explorer 9 or higher, Chrome, and Safari. Most training is not compatible with portable devices such as iPads, tablets and android smart phones. 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. This will direct you to the Safety Education Solutions platform. Click on "Create An Account". If you have already set up an account, proceed to #7.



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".

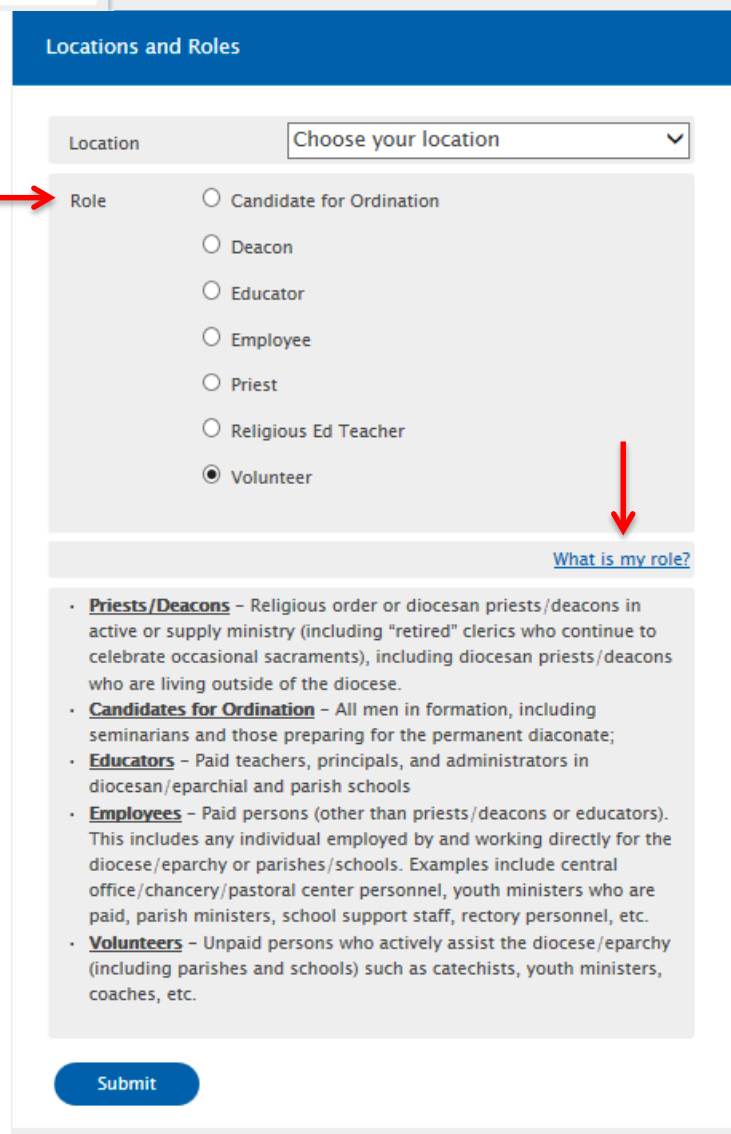


5. You will be asked to identify your primary Location (**parish or school**).



The screenshot shows a form titled "Locations and Roles". On the left, there is a "Role" section with radio buttons for: Candidate for Ordination, Deacon, Educator, Employee, Priest, Religious Ed Teacher, and Volunteer (which is selected). To the right of the role list is a dropdown menu for "Location" with the text "Choose your location" and a red arrow pointing to it. The dropdown menu is open, showing a list of options: 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. Below the form is a "Submit" button and a link that says "What is my role?".

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



The screenshot shows the "Locations and Roles" form with the "Location" dropdown set to "Choose your location". The "Role" section has radio buttons for: Candidate for Ordination, Deacon, Educator, Employee, Priest, Religious Ed Teacher, and Volunteer (which is selected). A red arrow points to the "Role" label. Below the form is a "Submit" button and a link that says "What is my role?".

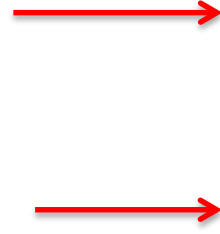
Below the form, there is a detailed explanation of the roles:

- **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. Once logged into your account, you will be able to select and complete the *Be Smart – Drive Safe* module, *Church Transportation*, and the *Passenger Van Policy*. Click the green 'Start' to launch the training.

Available Online Training Modules

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



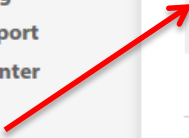
Administration **Adults' Training** My Arch/Diocese

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

Online Training Modules

- CM Be Smart Drive Safe**
Assigned: 09/11/2014
Due: 09/25/2014

- Past due
- Due date approaching
- 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.