How to access the online Safe Environment Roster
Step 1: Sign in

• Go to: https://sep.archny.org

• Click the Login tab

Welcome to the Safe Environment online portal.

Select the Login tab and enter your parish’s username and password.

Please use the SEP tab to select “Update” to view and update the roster of those in your parish, school, religious education classes, and other programs who come in contact with children and are subject to the Charter requirements.

If you are having difficulty signing on to the system please call the Data Systems Center at 646-794-3980.

If you have Safe Environment questions please call 646-794-3909.
Enter Username and Password

• Use the Username and Password of your Parish’s general email. (Your parish’s email looks something like m006@archny.org; the user name is something like m000.)

• If your username and password does not work OR if you don’t know the username and password, contact the Data Systems Center at 646-794-3380 or DSC@archny.org. You will need to provide the username to obtain the password. *If you have to leave a message, be sure to include the best phone number and time to reach you.

• Click Log In.
You will now see the SEP tab  

Welcome to the Safe Environment online portal.  

Select the Login tab and enter your parish’s username and password.  

Please use the SEP tab to select “Update” to view and update the roster of those in your parish, school, religious education classes, and other programs who come in contact with children and are subject to the Charter requirements.  

If you are having difficulty signing on to the system please call the Data Systems Center at 646-794-3380.  

If you have Safe Environment questions please call 646-794-2809.  

• Click SEP
You will now see “update” appear

Welcome to the Safe Environment

Select the Login tab and enter your parish’s username and password.

Please use the SEP tab to select "Update" to view and update the records of those in your parish, school, religious education classes, and others who come in contact with children and are subject to the Charter requirements.

If you are having difficulty signing on to the system please call the Education Department at 646-794-2099.

If you have Safe Environment questions please call 646-794-2809.

• Click update
Click the drop down to choose your program
Your programs will be displayed

<table>
<thead>
<tr>
<th>Institution Program</th>
<th>Active Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cathedral of St. Patrick-Parish</td>
<td></td>
</tr>
<tr>
<td>Cathedral of St. Patrick-Misc</td>
<td></td>
</tr>
<tr>
<td>Annunciation-Religious Education</td>
<td></td>
</tr>
<tr>
<td>Annunciation-Parish</td>
<td></td>
</tr>
<tr>
<td>Ascension-Religious Education</td>
<td></td>
</tr>
<tr>
<td>Ascension-Parish</td>
<td></td>
</tr>
<tr>
<td>Ascension-Elementary School</td>
<td></td>
</tr>
</tbody>
</table>

- Click the program you want to view
- The active participants will be shown
- If your drop down is empty, contact Fred at the Data Systems Center at 646-794-3380 or DSC@archny.org.

***Be sure to include the best phone number to reach you. ***
You can view who is listed

You can delete someone using the column on the right

Or you can add notes

- Comments about if they belong on a different list
- Or if background or training info is being sent

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Person Type</th>
<th>Position Name</th>
<th>Bk. Clk.</th>
<th>Training</th>
<th>Notes</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Gabriela L. Aserza</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Mariano Astacio</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Peter Calvin Atkinson</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Maria Trinidad Canela Basilio</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Alexandria Del Castro</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Katherine Cerda</td>
<td>Volunteer</td>
<td>Catechist Aide</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Betty Checo</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Mayra Compres</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mr. Louis Cruz</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mrs. Basha De Los Santos</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ms. Olinda J. Espinal</td>
<td>Volunteer</td>
<td>Catechist</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Scroll, enter email

- There is a scroll bar on the right if you need it to get to the bottom
- Enter the email address where you want to receive the automated “Thank You” receipt
- If you want it to be sent to multiple emails (like to your regional), separate the email address with a comma “,”
Notes about Roster, Certify

• If you want to add notes about the roster – like “background checks for x, y, z to follow” or “Program no longer active”…. You can do so in the Roster Notes field.

• Click the Certify box to affirm that you have put the Safe Environment Requirements in place in your program AND that you have shown the annual training refresher video to your staff.
Submit

• Clicking Submit, saves your changes and sends them to the Safe Environment Office.

• If you are NOT FINISHED with your roster and want to save what you have done so far, leave the certify box unchecked and click Submit.

• If you ARE FINISHED with all of your changes, Click the Certify box (which also affirms that you have implemented all requirements of the program) and Click Submit.
Thank you

A “Thank You” message (seen above) will appear to confirm your roster has been submitted.

Your updates and changes will be reviewed, approved and implemented by the Safe Environment Office staff—usually in about 48 hours.
Have another program?

• To view another program, click the SEP tab and then Update.

Welcome to the Safe Env...

Select the Login tab and enter your parish's username and password.

Please use the SEP tab to select "Update" to view and update the list of those in your parish, school, religious education classes, and other groups who come in contact with children and are subject to the CSE.

• Then as before, click the drop down box to choose the list.