



ARCHDIOCESE
OF NEW YORK

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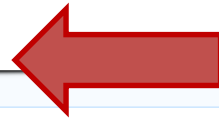
How to access the online
Safe Environment Roster

Step 1: Sign in

- Go to: <https://sep.archny.org>
- Click the Login tab



Login



Safe Environ

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.

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.

Username

Password



[Login](#)

[Forgot Password ?](#)

[Software License Agreement](#) :: [Contact Us](#)

You will now see the SEP tab



SEP

Log



Welcome Genevieve

Safe En

Welcome to the Safe Environment online portal.

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

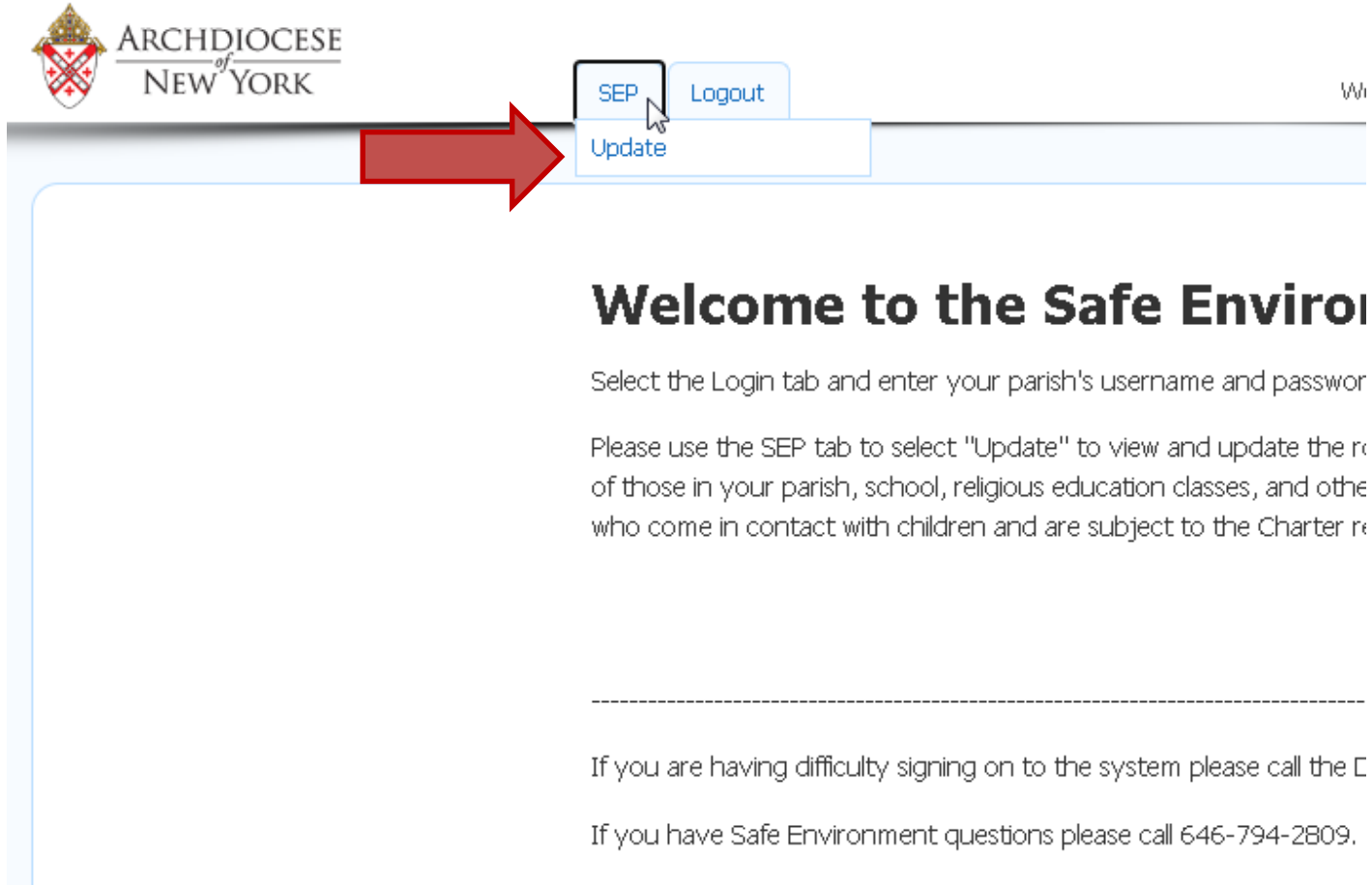
Please use the SEP tab to select "Update" to view and update the roster of those in your parish, school, religious education classes, and other programs who come in contact with children and are subject to the Charter requirements.

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



The screenshot shows the top navigation bar of the Archdiocese of New York website. On the left is the logo of the Archdiocese of New York. To its right are two tabs: 'SEP' and 'Logout'. The 'SEP' tab is active, and a dropdown menu is open below it, showing the option 'Update'. A red arrow points from the left towards the 'Update' option. Below the navigation bar, the main content area has a heading 'Welcome to the Safe Environment' and several paragraphs of text. A dashed line separates the main content from a footer section containing contact information.

ARCHDIOCESE
of
NEW YORK

SEP Logout

Update

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 other ministries 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 Center for Pastoral Services at 646-794-2809.

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

- Click update

Click the drop down to choose your program



Safe Environment Update Form

Select Institution Program below to see the Roster

Dropdown menu with a red arrow pointing to it.

Please click the delete column to remove those who are no longer with the program. You may leave comments in the notes field to make any other corrections.

Full Name	Person Type	Position Name	Bck. Ck.	Training	Notes	Delete
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes
			<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes

Submit Cancel

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Your programs will be displayed

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Safe Environment Update Form

Select Institution Program below to see the Roster

1 - Cathedral of St. Patrick-Parish

1 - Cathedral of St. Patrick-Misc

2 - Annunciation-Religious Education

2 - Annunciation-Parish

3 - Ascension-Religious Education

3 - Ascension-Parish

3 - Ascension-Elementary School

- 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. ***

Online Roster



print



Safe Environment Update Form

Select Institution Program below to see the Roster

2 - Annunciation-Religious Education

Please click the delete column to remove those who are no longer with the program. You may leave comments in the notes field to make any other corrections.

Full Name	Person Type	Position Name	Bck. Ck.	Training	Notes	Delete
Ms. Gabriela L. Asanza	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mr. Mariano Astacio	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mr. Peter Calvin Atkinson	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Ms. Maria Trinidad Canela Basilio	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Ms. Alexandria Del Castro	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Ms. Katherine Cerda	Volunteer	Catechist Aide	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes
Ms. Betty Checo	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Ms. Mayra Compres	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mr. Louis Cruz	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mrs. Bacilia De Los Santos	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Ms. Dolores J. Espinal	Volunteer	Catechist	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes



- 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

Scroll, enter email

Select Group

7001 - St. Dymphna-Religious Education

Full Name	Person Type	Position Name	Bck. Ck.	Training	Notes	Delete
Sister Francis Xavier Cabrini	Employee	Administrative/Office S	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mr. Solanus Casey	Volunteer	Other-Relig Ed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mr. Terrence Cardinal Cooke	Clergy-Diocesan	DRE/CRE	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Sister Marianne Cope	Volunteer	Catechist	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes
Ms. Dorothy Day	Volunteer	Catechist	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mr. Isaac Jogues	Volunteer	Other-Relig Ed	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mrs. Gianna Mola	Volunteer	Catechist	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mrs. Elizabeth Ann Seton	Volunteer	Catechist	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mr. Fulton Sheen	Volunteer	Catechist	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Ms. Kateri Tekakwitha	Volunteer	Catechist Aide	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes
Mr. Pierre Toussaint	Volunteer	Catechist Aide	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> Yes

▼ Email Confirmation

Enter the email address you would like to have your automated "Thank you for your Roster Online Submission" confirmation receipt sent to. You may enter more than one email address separated by a comma.

Email Address(es)

- 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

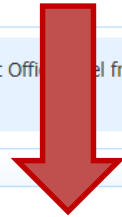
Enter any notes regarding this roster you would like the Safe Environment Office to know.

Please note: If someone is not on the roster and needs to be added please submit a background check to the Safe Environment Office. Feel free to note their names in the notes field above, but you still MUST submit a background check form.

Confirmation

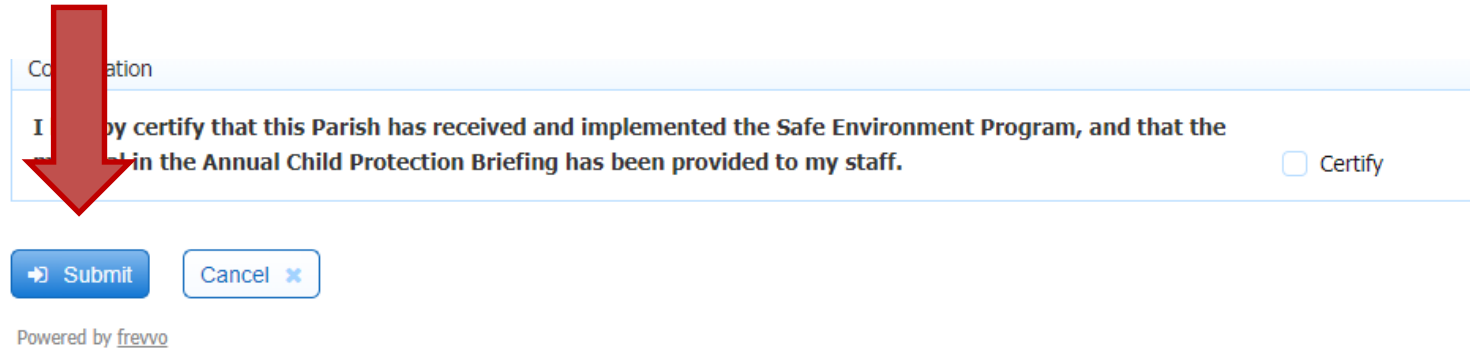
I hereby certify that this Parish has received and implemented the Safe Environment Program, and that the material in the Annual Child Protection Briefing has been provided to my staff.

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



Confirmation

I hereby certify that this Parish has received and implemented the Safe Environment Program, and that the information in the Annual Child Protection Briefing has been provided to my staff. Certify

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- 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.

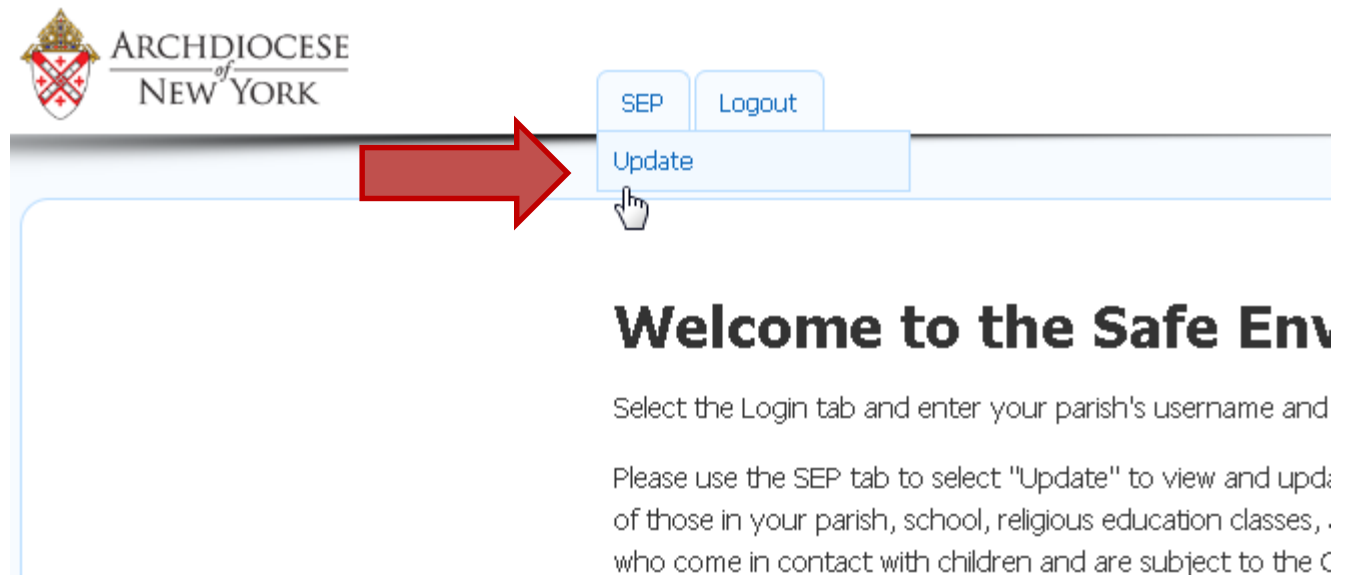
Thank you

Thank You! Your submission has been received.

- 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



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