

Safe Parish Instructions

St. Columban school, along with the Archdiocese of Cincinnati, complies with The Decree on Child Protection which requires Safe Parish participation and electronic background checks for all volunteers. To register, please follow the instructions below.

1. Please email Christy Hamm (chamm@stcolumban.org) BEFORE you begin the SafeParish registration process.
2. She will issue you a FASTRAX electronic token (a 7-digit alpha/numeric code) by return email. The FASTRAX token is much like a "coupon code" used in a shopping cart at checkout at an online merchant.
3. Once you have the FASTRAX token, go to www.AoCSafeEnvironment.org.
4. Click "Register" on the top right of the home page.
5. Enter the passcode protectcincy when prompted.
6. Select the location from the drop down where you are volunteering (St. Columban).
7. Click the role(s) associated with your service at the parish/school.
8. Select a sub-role from the drop down to describe your service.
9. Complete your personal information. Please enter your legal name for the purposes of the background screening. There are no credit checks or soft hits to credit.
10. When prompted for payment for the background check, enter the FASTRAX token. The check should just take a few minutes; do not exit until you see "application submitted".
11. Create a username, password, and password clue.
12. Acknowledge the decree and view the interactive training module.
13. When training is complete and the background check approved, verification will be sent to St. Columban parish.
14. Volunteers must stay up to date with quarterly trainings which need to be completed to maintain current status.