Sitepass User Guide:

Australian Clergy

Covers:

- Setting up your profile
- Requesting permission to visit a parish
- Signing in and out of a parish
- Changing your password

Setting up your profile

Note: Please complete these steps on a desktop or laptop, not a mobile device.

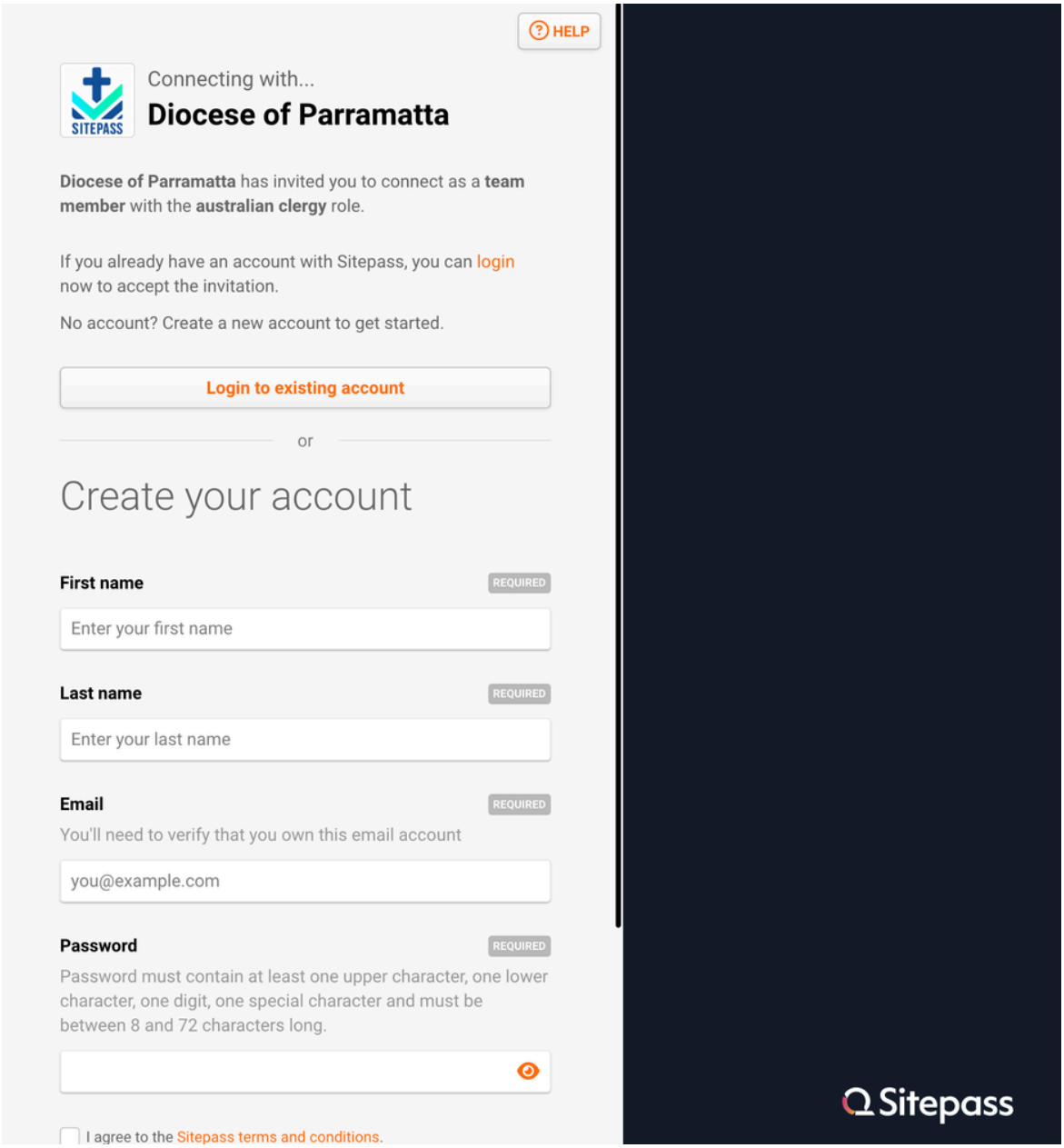
STEP 1

Access Sitepass

You can access Sitepass using the link sent to you by the Diocese of Parramatta Working with Children Check team, or visiting the Diocese of Parramatta website: **https://parracatholic.org/safeguarding/visiting-clergy/**

STEP 2

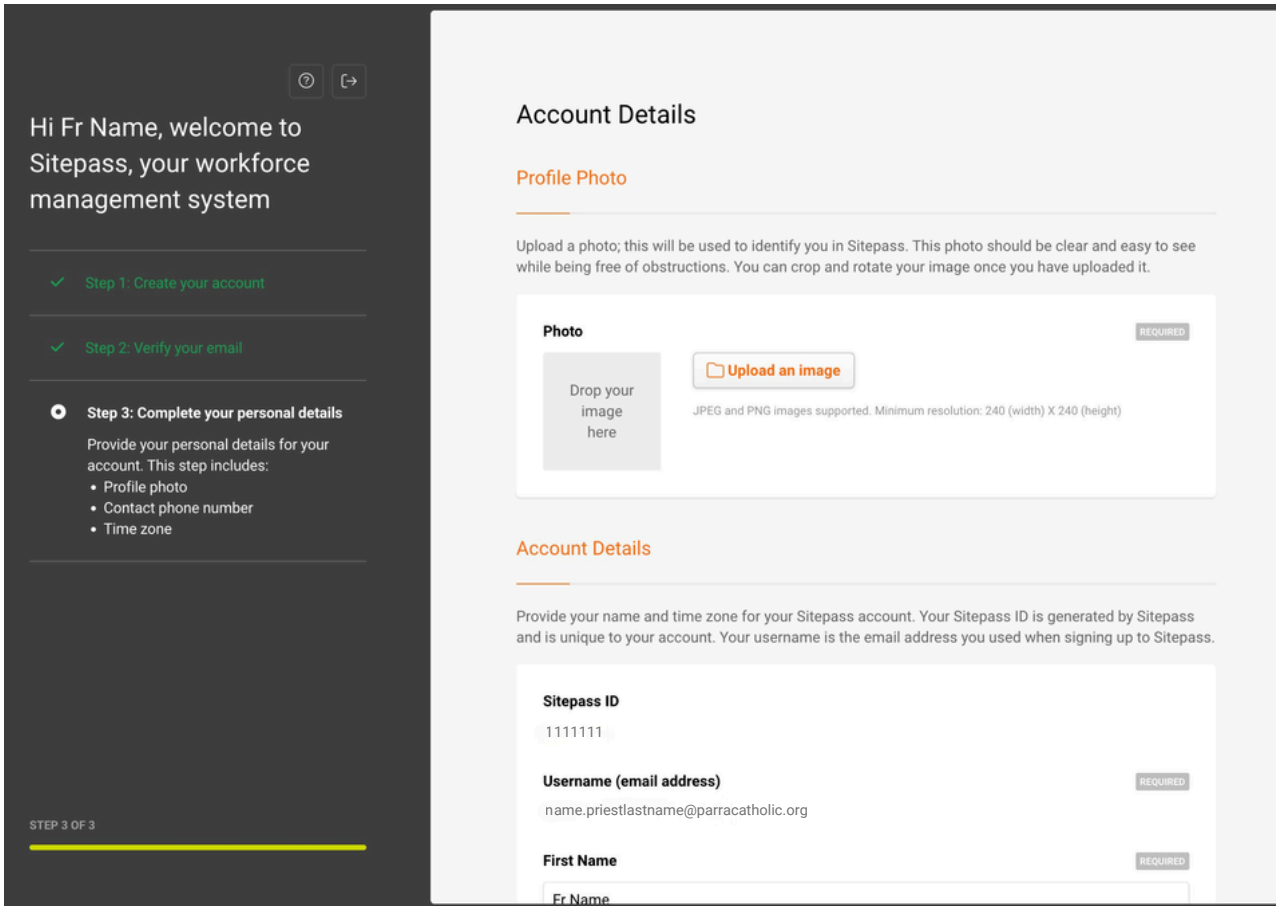
Create your account



Create your account by entering your First name, Last name, Email, and Password. Review all details, then tick ‘Sitepass terms and conditions’ and click ‘Create account’.

STEP 3

Complete your profile



3a. Upload a profile photo.

Upload a clear photo of yourself, which will be used to identify you. You can crop and rotate the image after uploading.

3b. Fill in your personal details

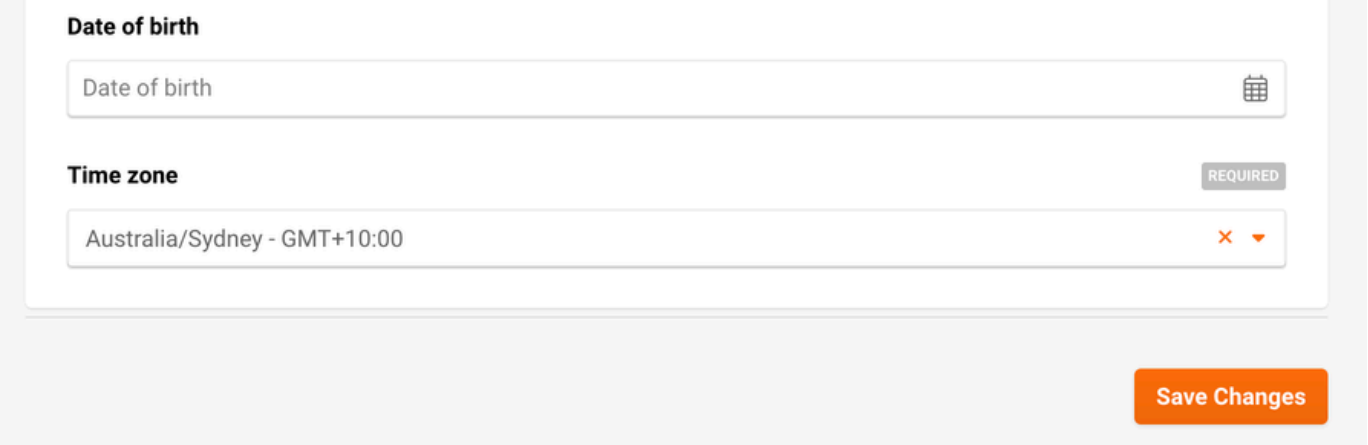
Check that your First Name and Surname are correct, then select your Time Zone, enter your Primary email address, and Primary mobile number. Ensure all other details are accurate before clicking '**Finish setup**'.

A confirmation of account creation will pop-up, then you will automatically be redirected to your dashboard.

STEP 4

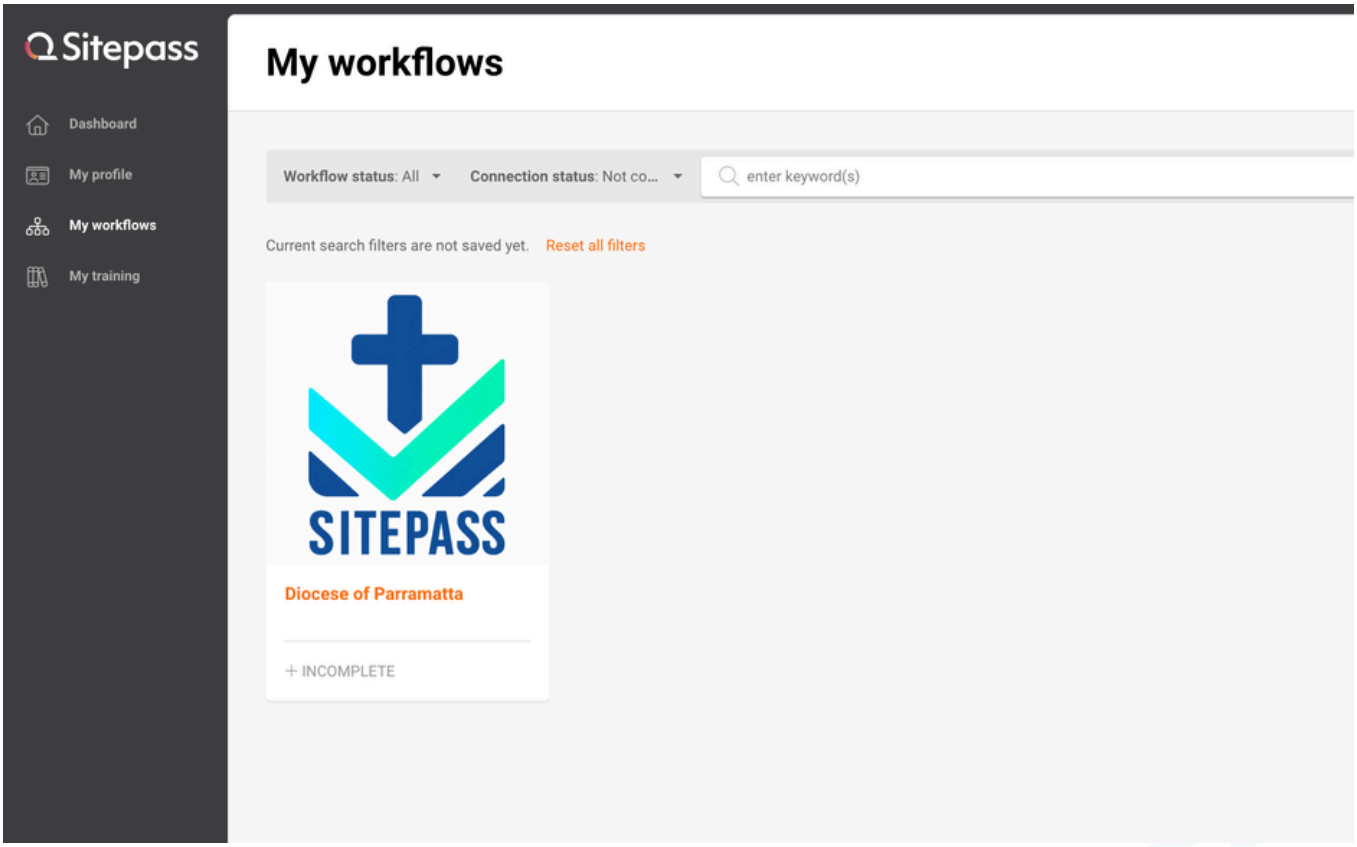
Finalise your profile by entering your date of birth.

Click ‘My profile’ and enter ‘Date of birth’, then click ‘Save Changes’.



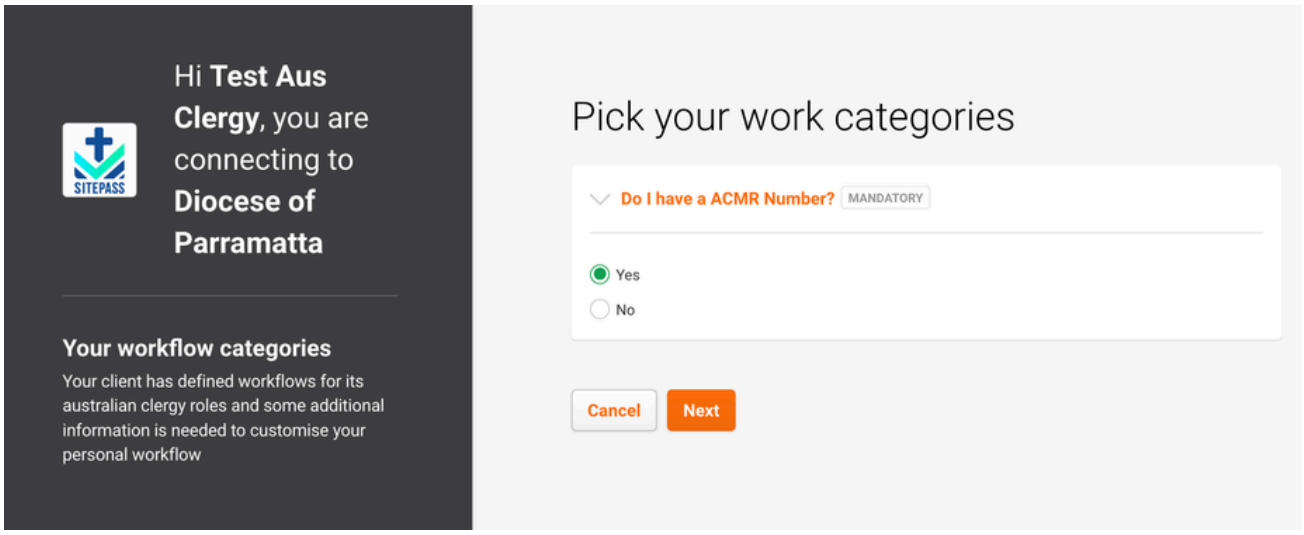
STEP 5

Click ‘My workflows’ then select ‘Diocese of Parramatta’.



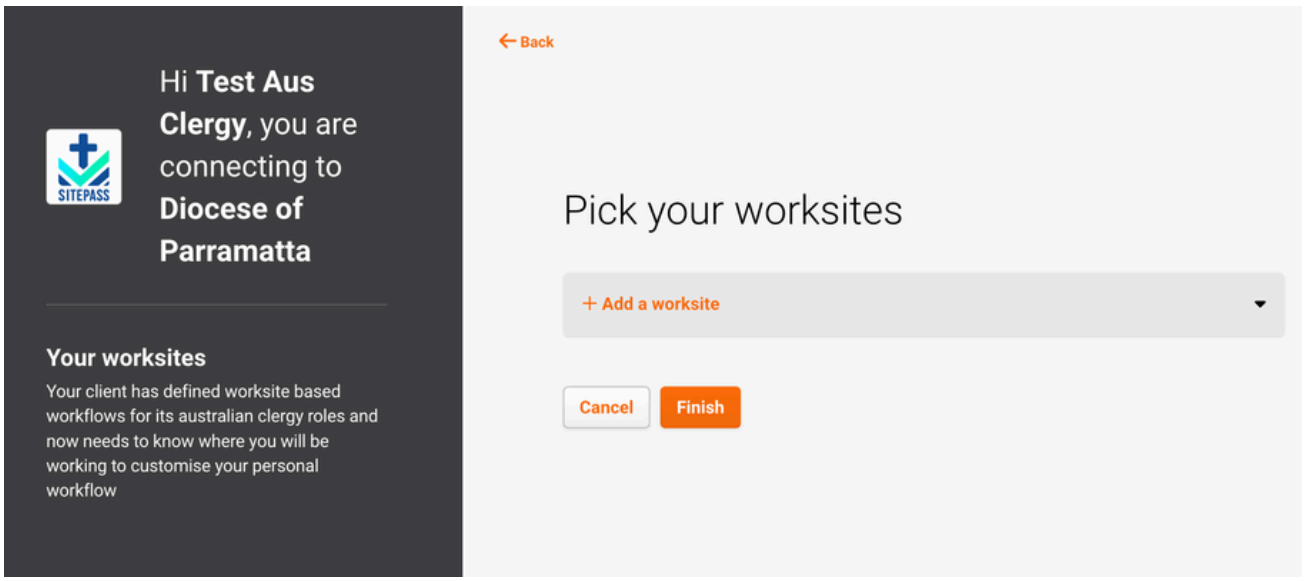
STEP 6

You will be asked if you have an ACMR Number, click the appropriate answer that applies to you - 'Yes' or 'No' then click 'Next'.



STEP 7

When prompted to 'Pick your worksites', skip this step by clicking 'Finish'.

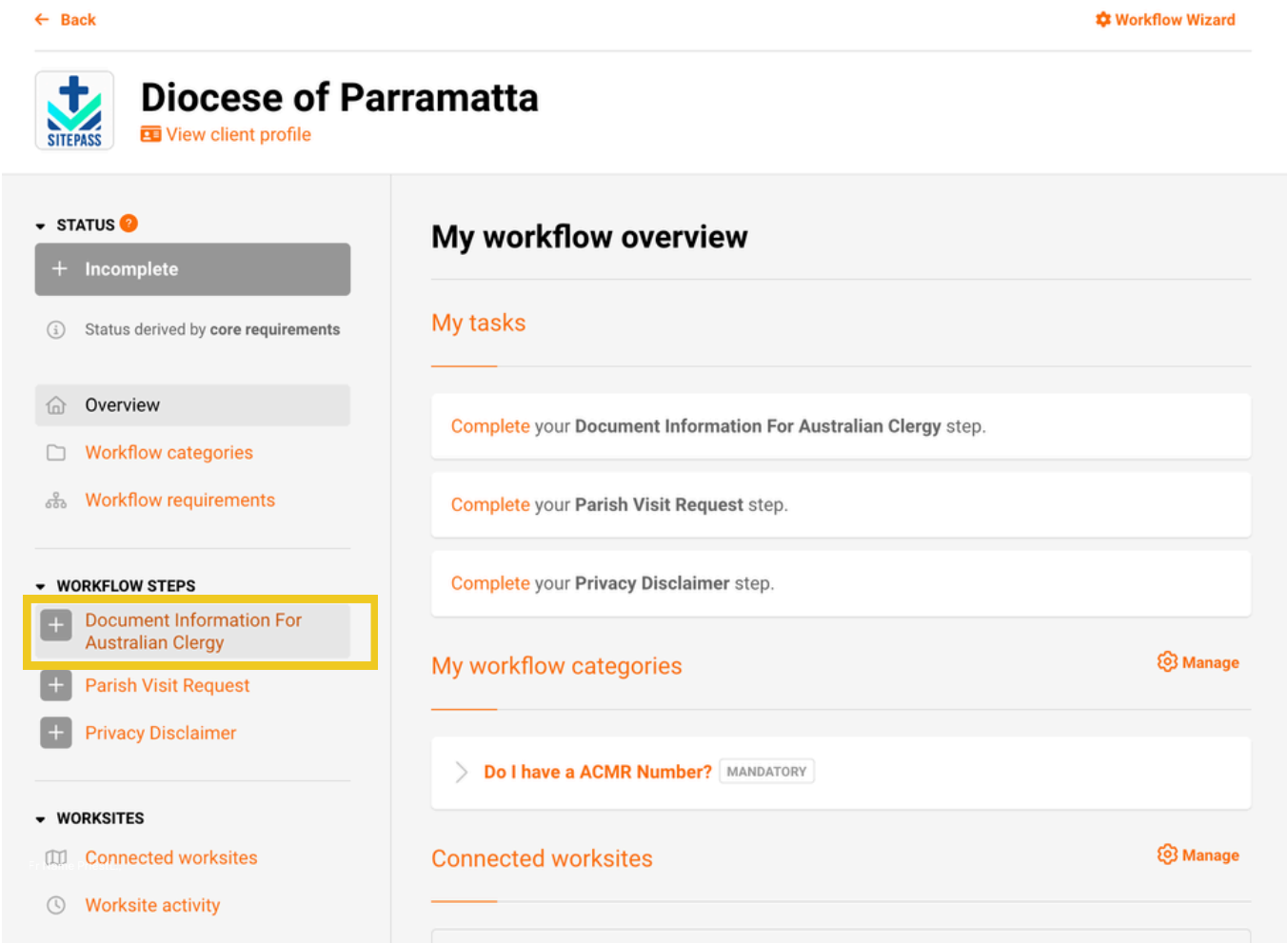


STEP 8

Under '**Workflow Steps**,' select '**Documentation Information for Australian Clergy**' then proceed to enter the following details:

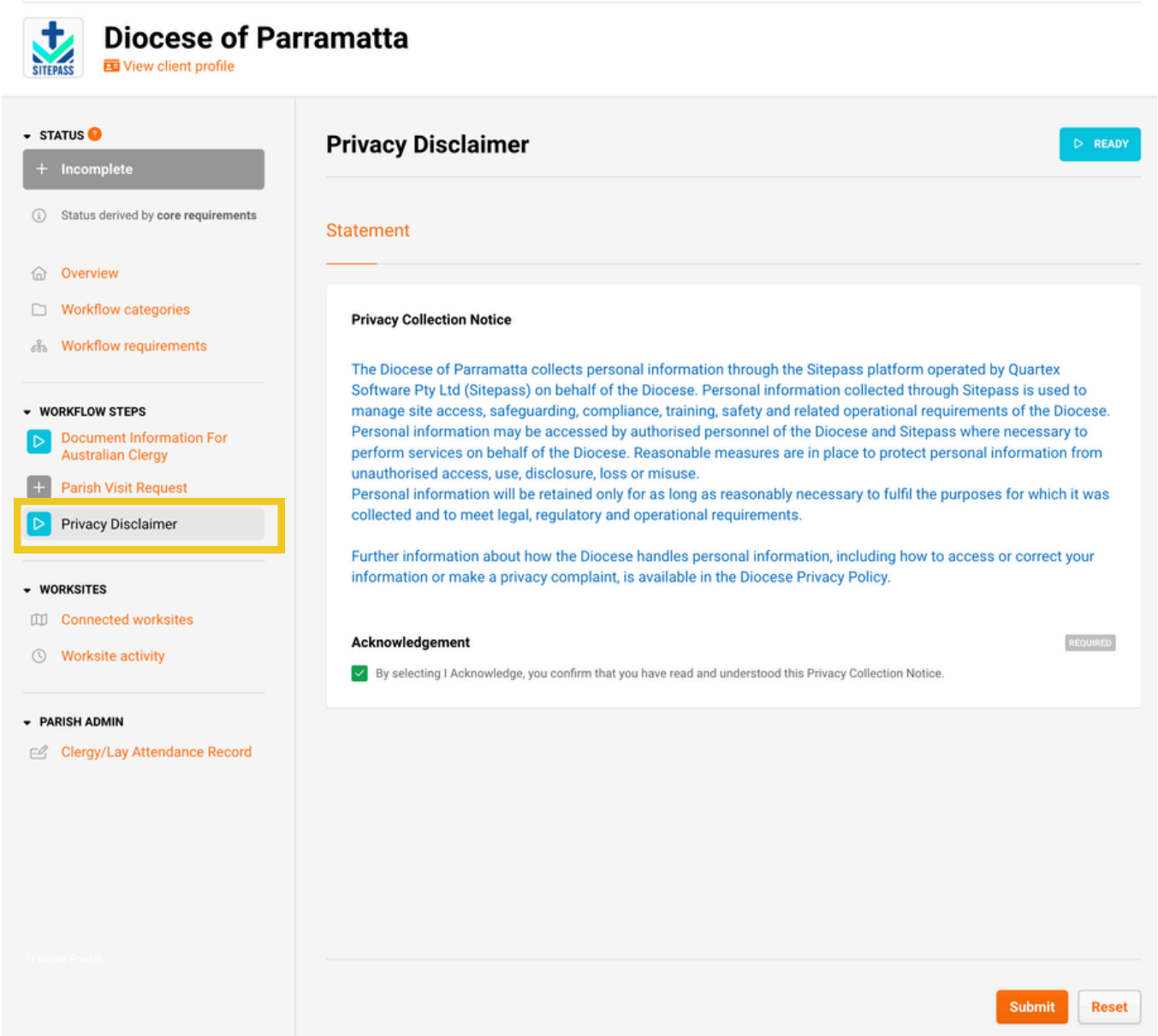
- Salutation
- ACMR (Home Diocese Name, Home Parish Name, Home Parish Address, ACMR Number)
- Working with Children Check (WWCC Reference number, State, Expiry)

Acknowledgement (read then select the checkbox), then click 'Submit'.



STEP 9

Under '**Workflow Steps**,' click ‘Privacy Disclaimer’, read the Privacy Collection Notice and click the checkbox to acknowledge you’ve read it. Click **Submit**.

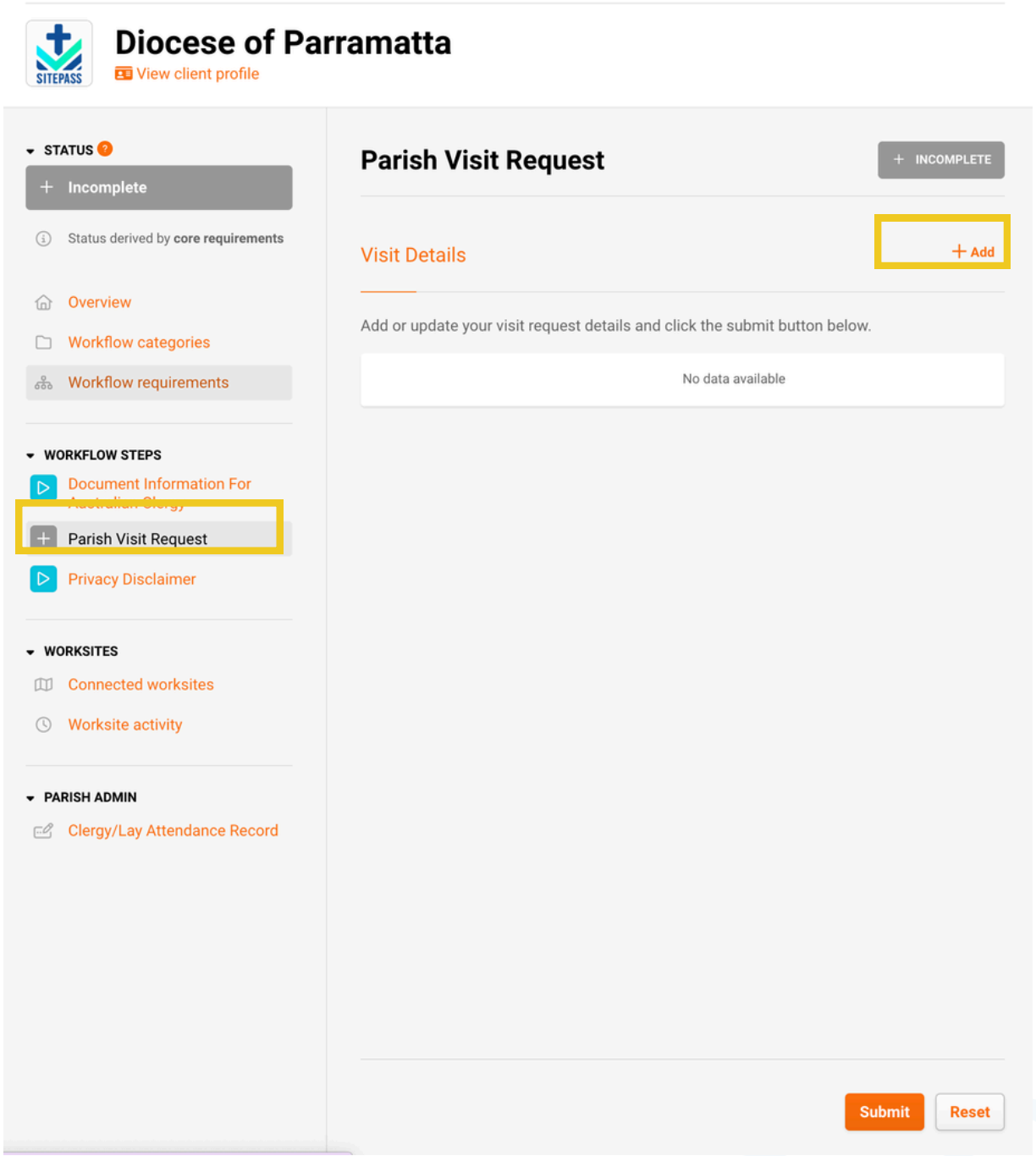


Requesting permission to visit a parish
in the Diocese of Parramatta

Note: Please complete these steps on a desktop or laptop, not a mobile device.

STEP 1

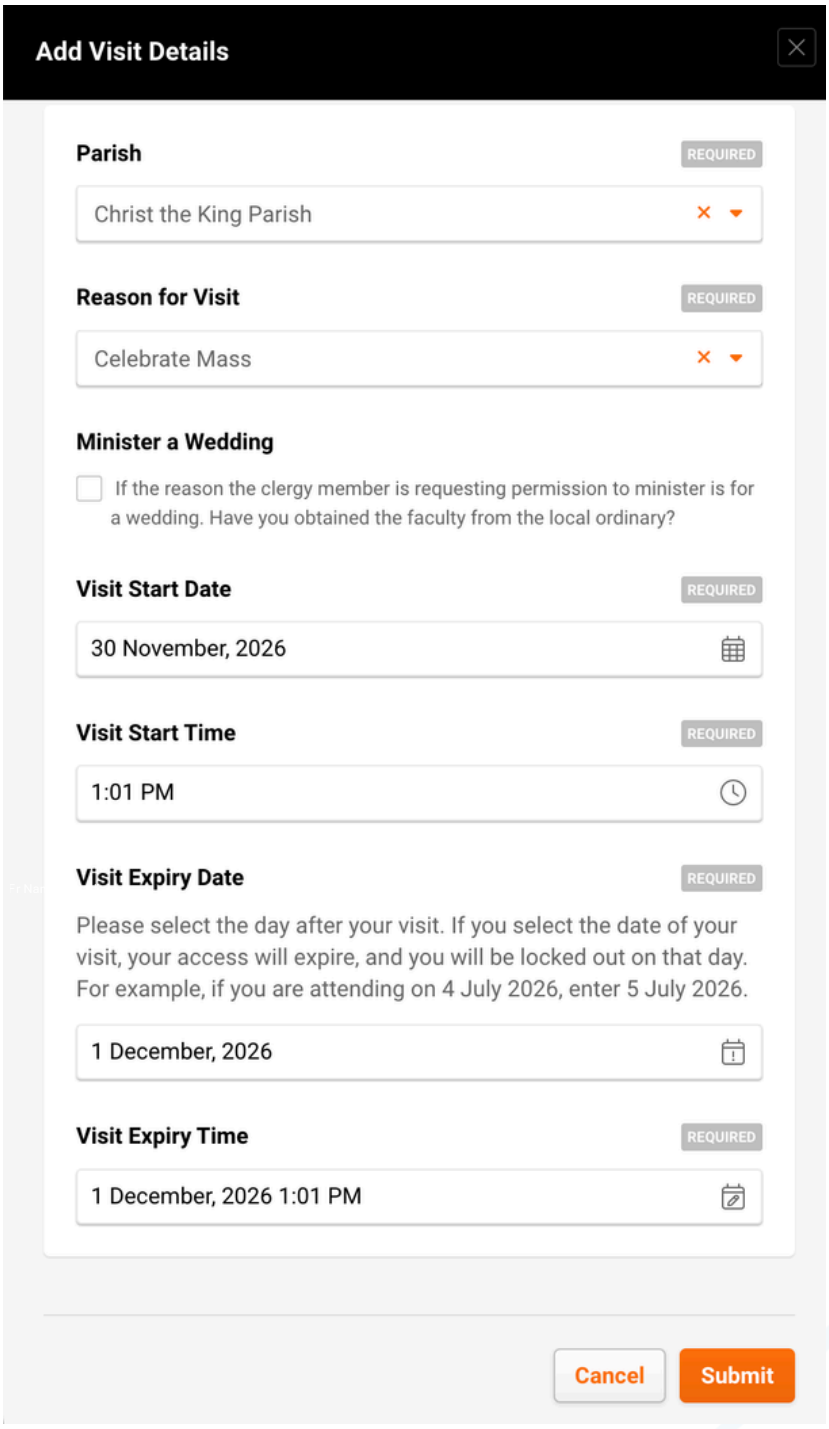
Under 'Workflow Steps' click 'Parish Visit Request', then click '+ Add'



STEP 2

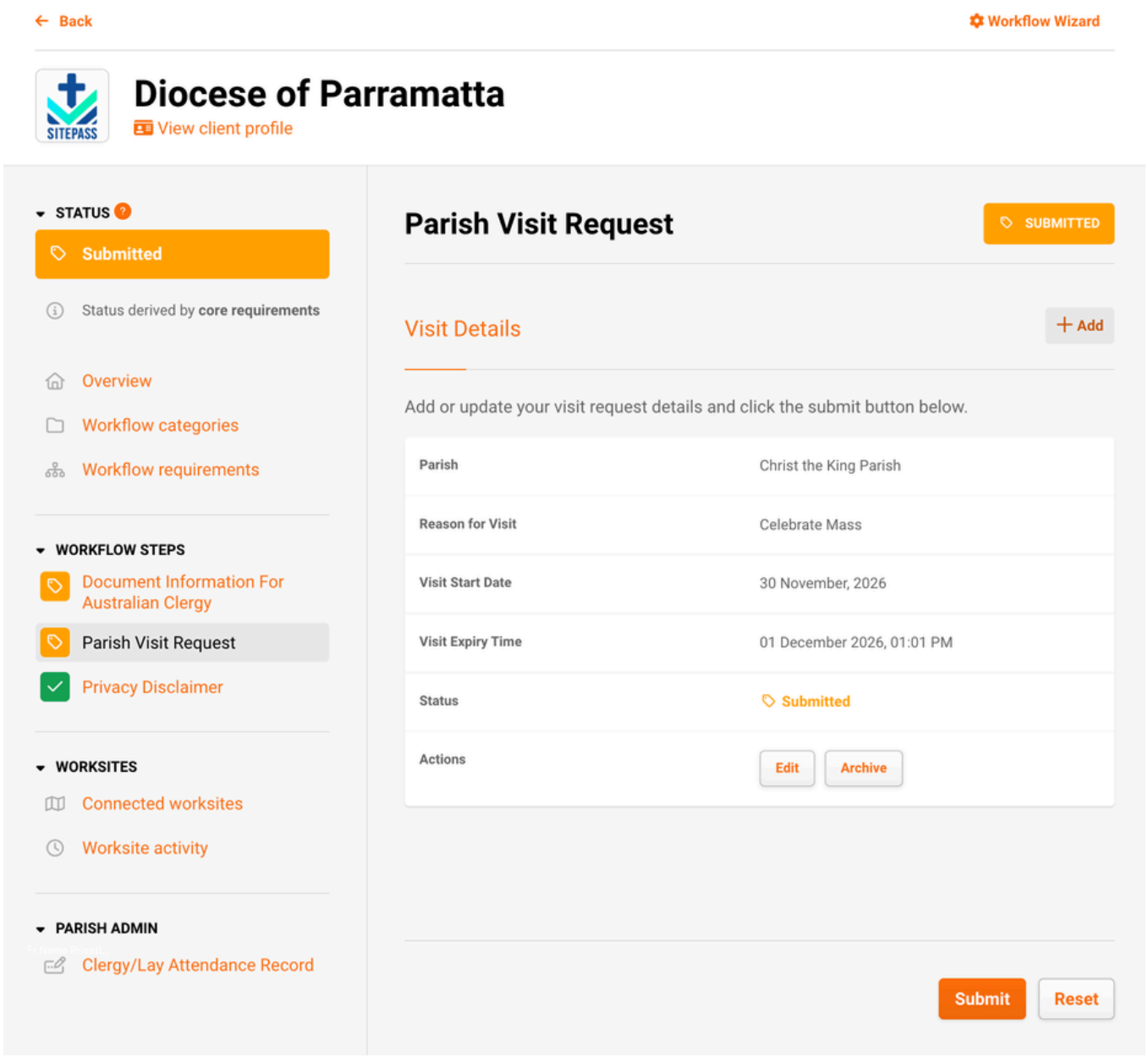
Enter details, including:

- Parish (*the name of the parish you're visiting*)
- Reason for Visit
- Minister a Wedding
- Visit Start Date
- Visit Start Time
- Visit Expiry Date
- Visit Expiry Time, then click 'Submit'.



STEP 3

On the main ‘Parish Visits Request’ page, you will be prompted to review your visit details. If all is correct, then click ‘Submit’. If you need to edit any of the details, click ‘Edit’.



Signing in and signing out of a church/site

Note: These steps must be completed with a mobile with a camera function.

Every church in the Diocese of Parramatta has a QR code on display. This replaces the physical sacristy register usually kept inside the sacristy.

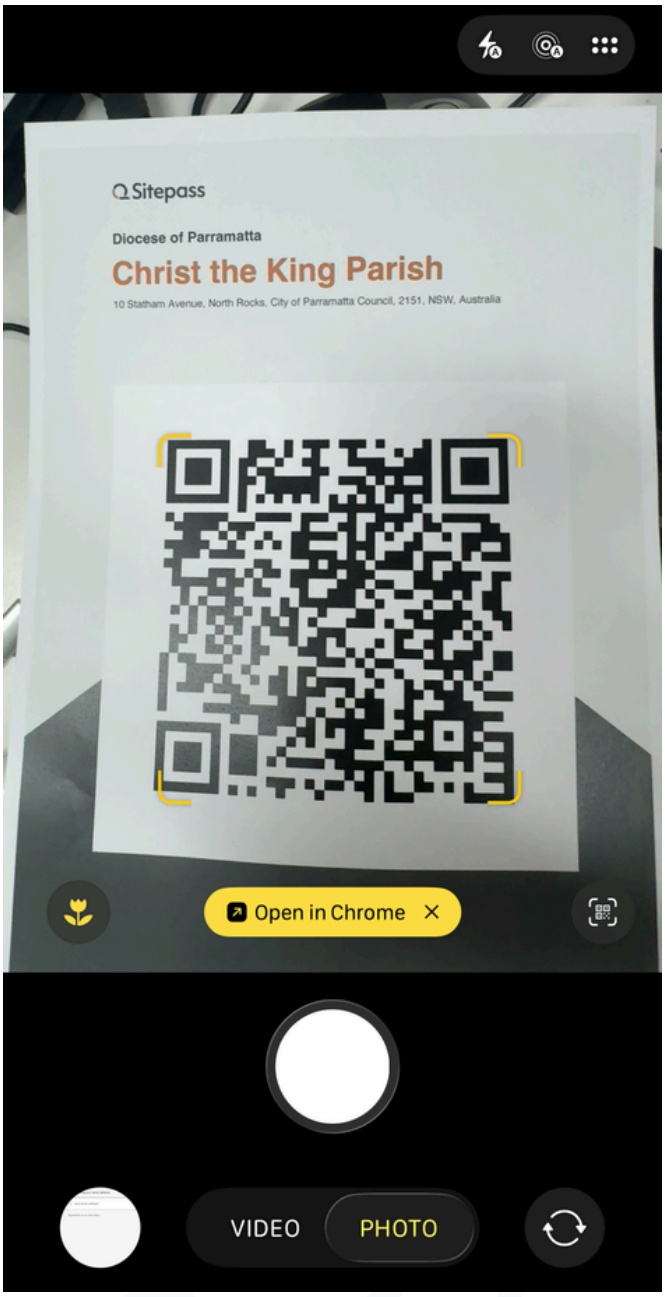
Signing In

STEP 1

Scan the QR code.

Open the camera app on your mobile phone and scan the QR code.

Tap the link that appears.

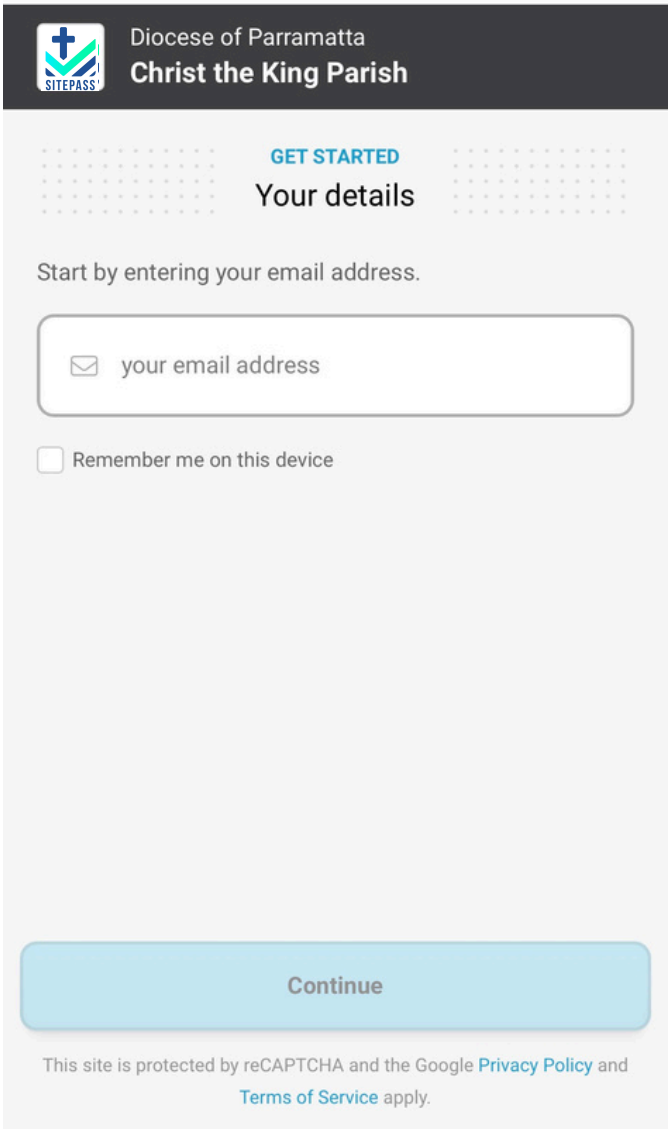


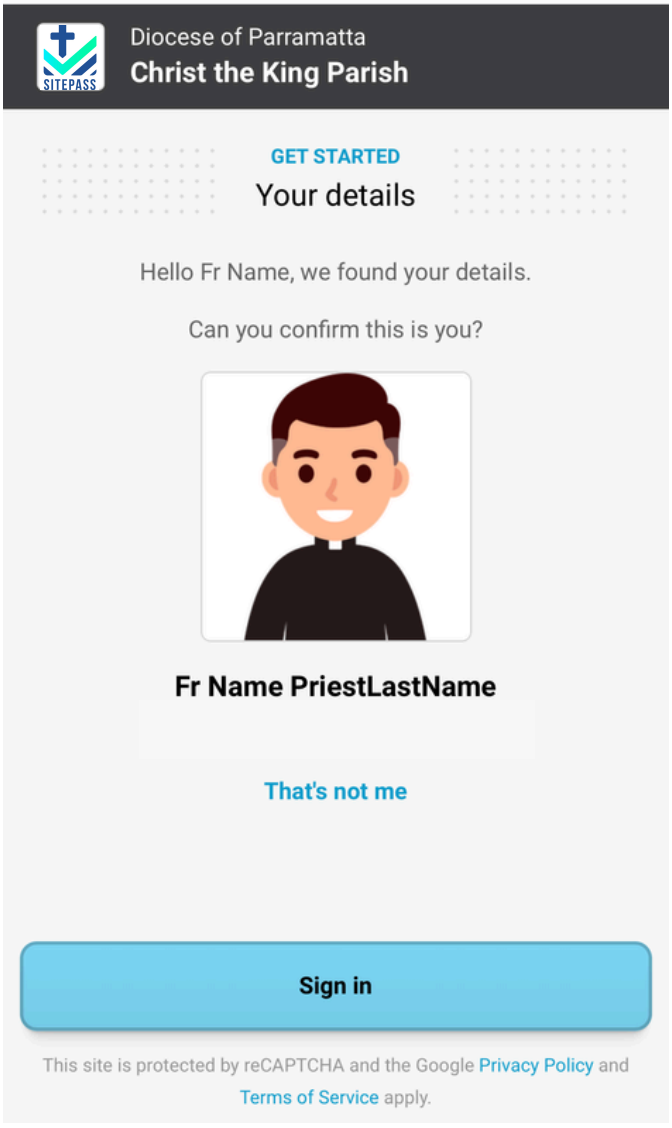
STEP 2

Login and confirm

Enter your email and password.

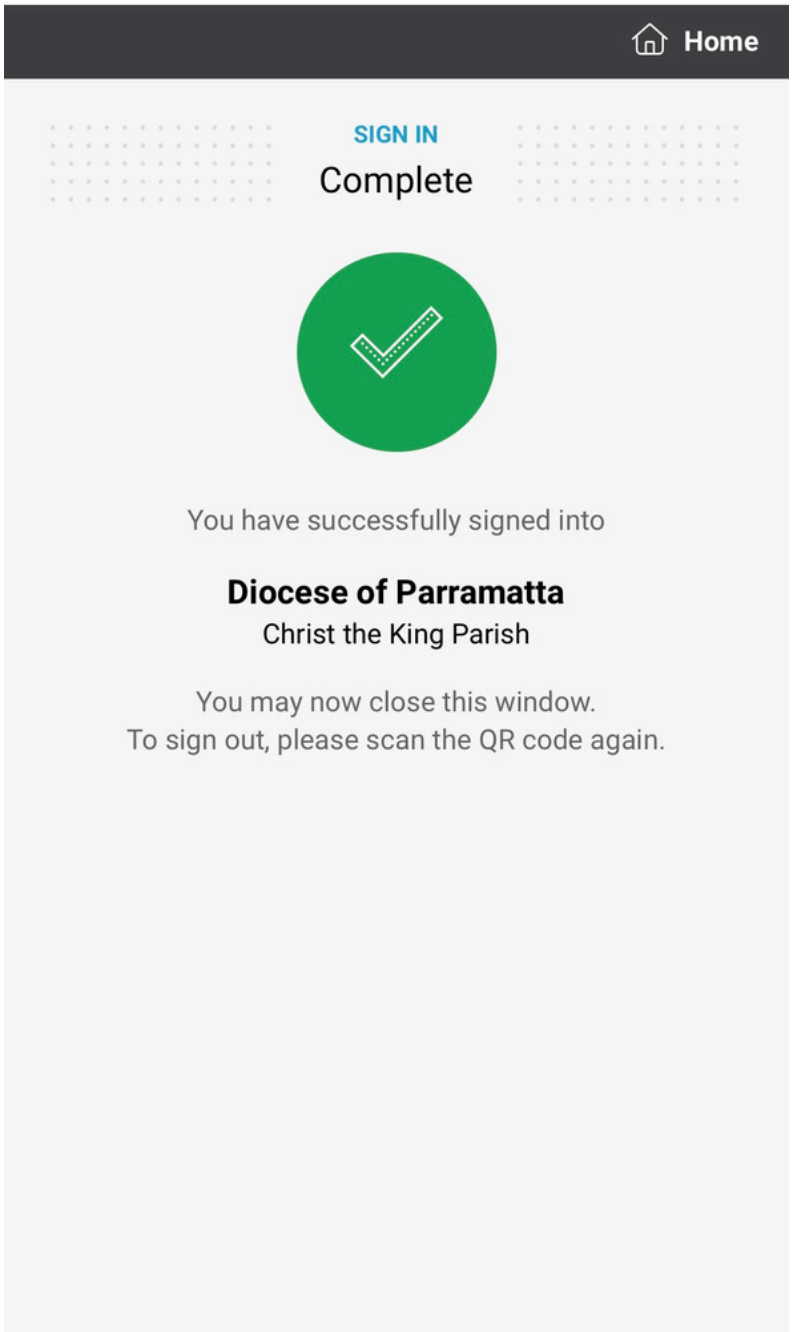
Confirm the profile shown is you, then select 'Sign In.'





STEP 3

Done. You're now signed in.

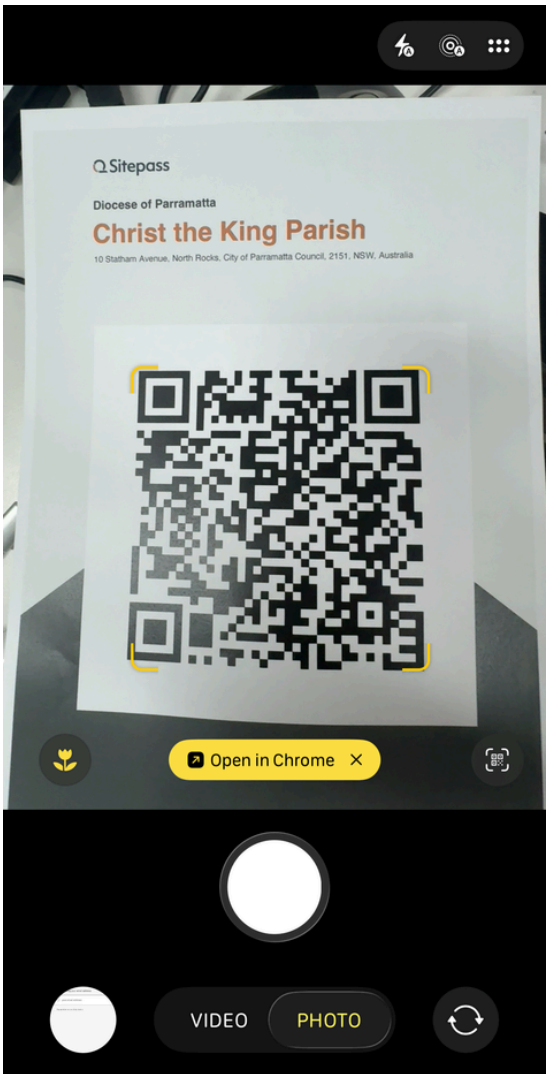


Signing Out

STEP 4

Scan the QR code

Once your visit is complete, don't forget to sign out. Open the camera app on your mobile phone and scan the QR code. Tap the link that appears.



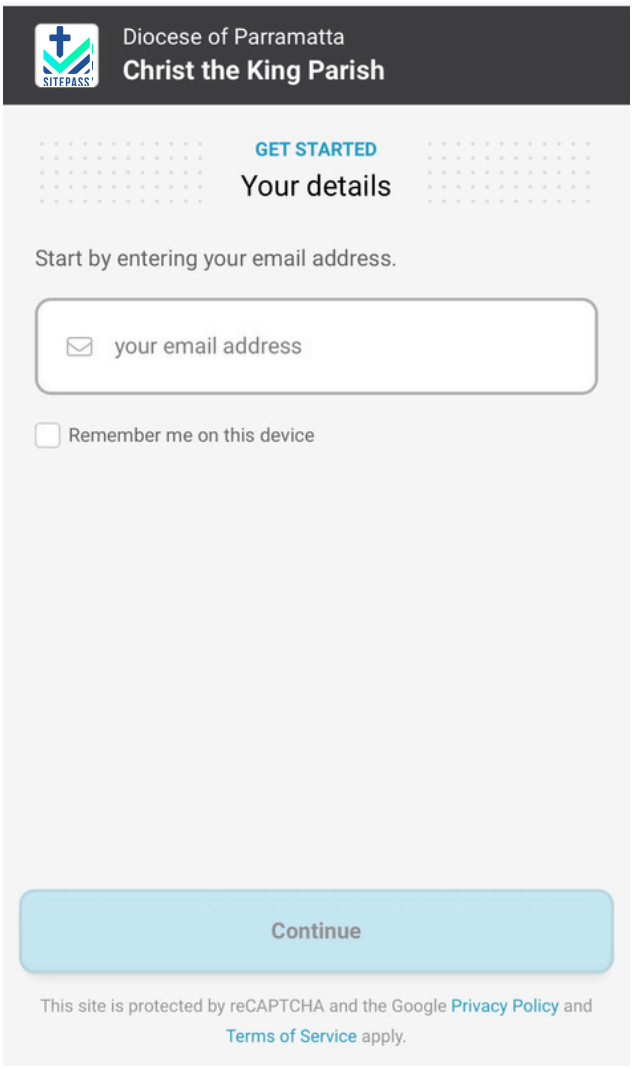
STEP 5

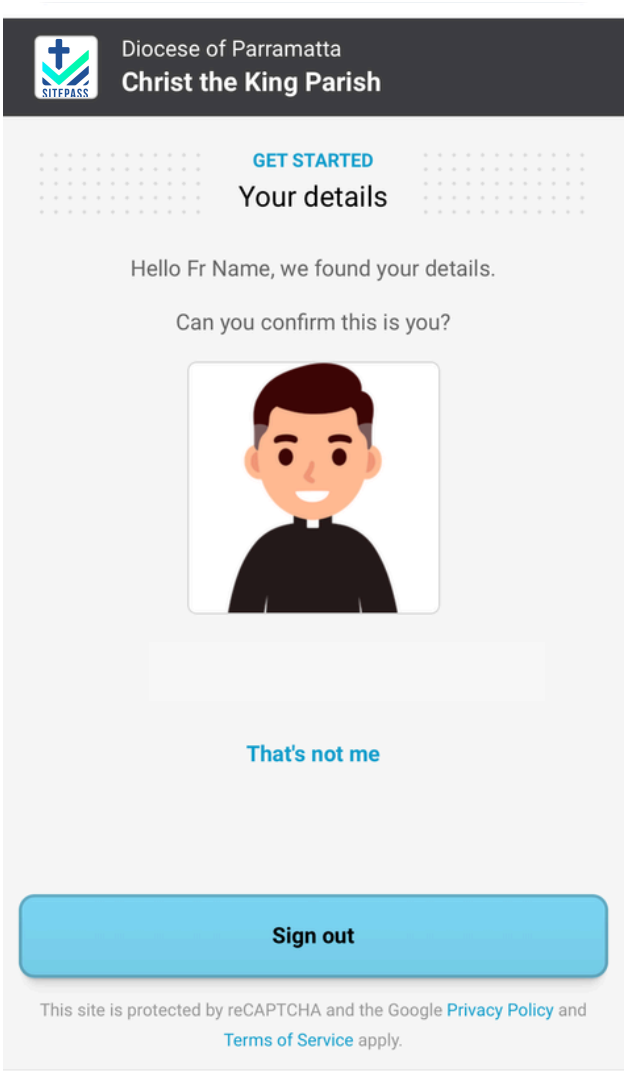
Confirm your details.

Enter your email address.

If you're using the same device you signed in with, it will remember you — you'll only need to enter your email.

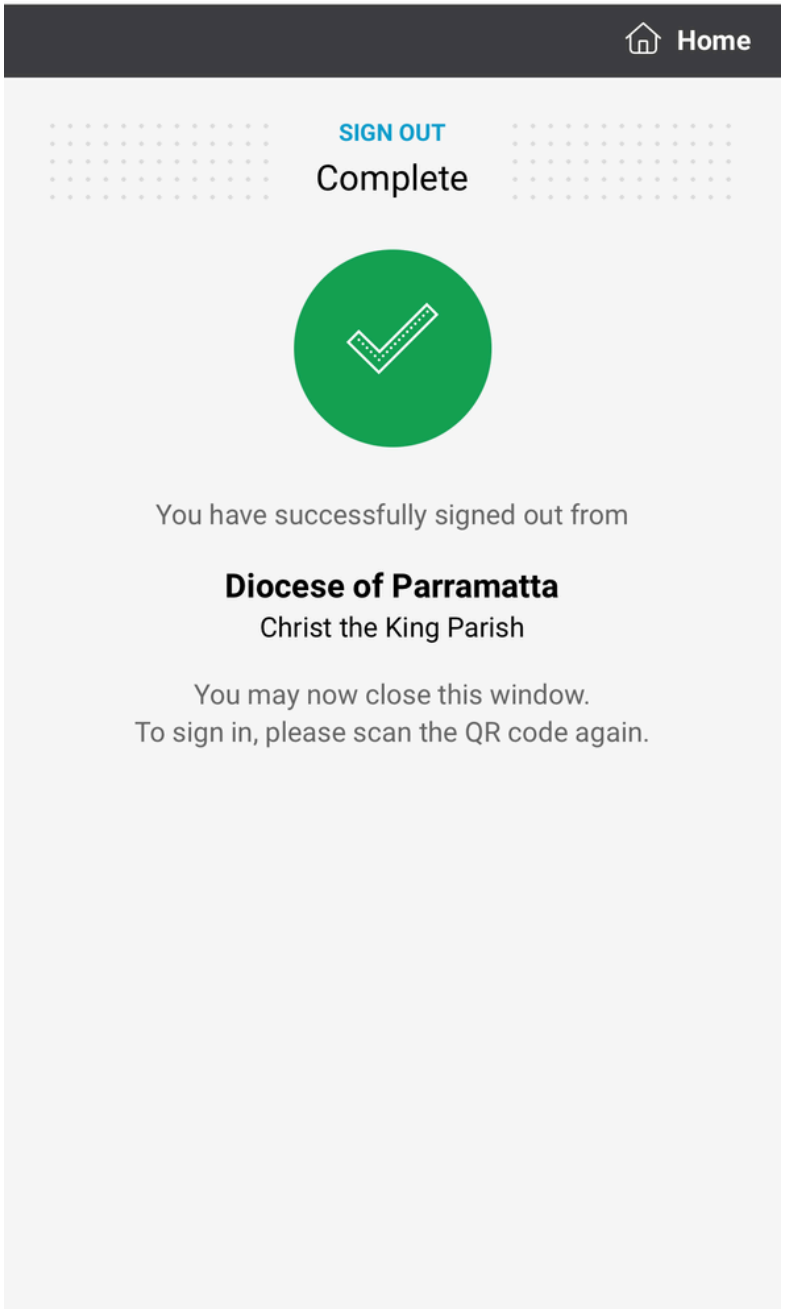
Confirm the profile shown is you, then select 'Sign Out.'





STEP 6

Done. You're now signed out.



Changing your password

Note: Please complete these steps on a desktop or laptop, not a mobile device.

STEP 1

Click '**My profile**' then select '**Security**.'

Enter your Current password, then enter your New password once and again for confirmation. Click '**Save Changes**.'

