To begin the Online Background Check you must log on to [www.archchicago.org](http://www.archchicago.org), click the protecting children tab, and then click the tab for “compliance for volunteers/employees”. Scroll down to the section “Online Background Screening”, and click the link provided (eapps). Sign on as a new user and create a User ID and Password.

 **Your access code when prompted will be PROTECTION**.

You must answer all questions in each field (Residential history, Education history, Employment history, etc.), and “click submit” after every section. You should be able to see all green checkmarks next to each successfully completed section. If not, and instead you see “a red x”, then please return to section with the “red x” and make corrections. At the end of the application, click “submit my application”.

Thank you for volunteering at St. Mary’s.