

Child Safety Certification Database

User Guide for General Users

Created by

Five College Compliance & Risk Management

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Introduction

Smith College serves more than 5,000 minors annually. College students, faculty, and staff interact with youth in many ways. You may be a coach, counselor, mentor, researcher, teacher, or volunteer. Perhaps you are with an outside group, such as a school or camp that brings kids to Smith. Whatever your role, this website is designed to be a resource to help you understand your role and responsibilities in the protection of minors on campus.

The Child Safety Certification process will be managed electronically with database collection of program information. Names of individuals who have gone through the certification process will be available to Program Directors for their programs.

Certification is valid for all Smith programs. Individuals do not need to pre-register with a Smith College program in order to start the certification process; individuals may seek Child Safety Certification prior to engagement with a specific program (e.g., students may pro-actively become Certified because they wish to seek employment at the CECE or Campus School).

This user guide is designed to help users with the online certification process, from registering as a user, locating your program, and completing the necessary steps to becoming successfully certified.

Contacts and Getting Help

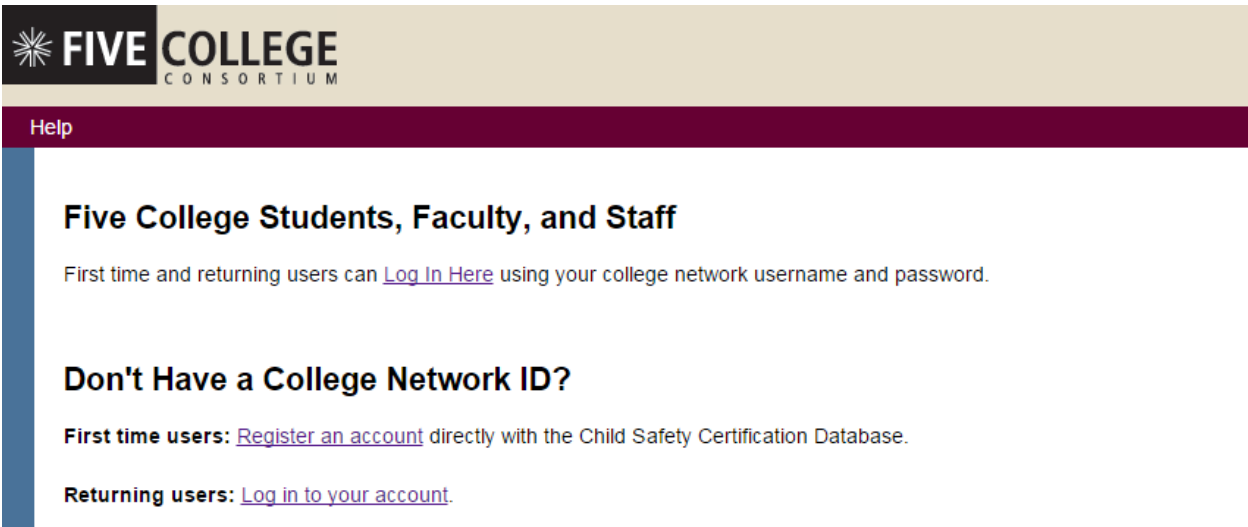
If you have having trouble with...	You should contact this office...	Specifically, this person...	At this number...
Technical Issues & Troubleshooting	Five College Compliance and Risk Management	Administrative Assistant	413-538-2344
Policy or procedures	Five College Compliance and Risk Management	Director	413-538-2731
Questions on your CORI/SORI check	Human Resources	Associate Director	413-585-2266
Miscellaneous issues	Five College Compliance and Risk Management	Administrative Assistant	413-538-2344

More Information on Child Safety at Smith College

Review the College's Child Safety policy, procedures, and other guidance.

<https://www.smith.edu/risk-management/child-safety>

Log In to the Child Safety Certification Website



The screenshot shows the top of a website with a beige header containing the "FIVE COLLEGE CONSORTIUM" logo. Below the header is a dark red navigation bar with the word "Help" in white. The main content area has a blue vertical bar on the left. The first section is titled "Five College Students, Faculty, and Staff" and contains a link "Log In Here" for users with college network credentials. The second section is titled "Don't Have a College Network ID?" and contains two sub-sections: "First time users" with a link "Register an account" and "Returning users" with a link "Log in to your account".

FIVE COLLEGE CONSORTIUM

Help

Five College Students, Faculty, and Staff

First time and returning users can [Log In Here](#) using your college network username and password.

Don't Have a College Network ID?

First time users: [Register an account](#) directly with the Child Safety Certification Database.

Returning users: [Log in to your account](#).

Five College Users

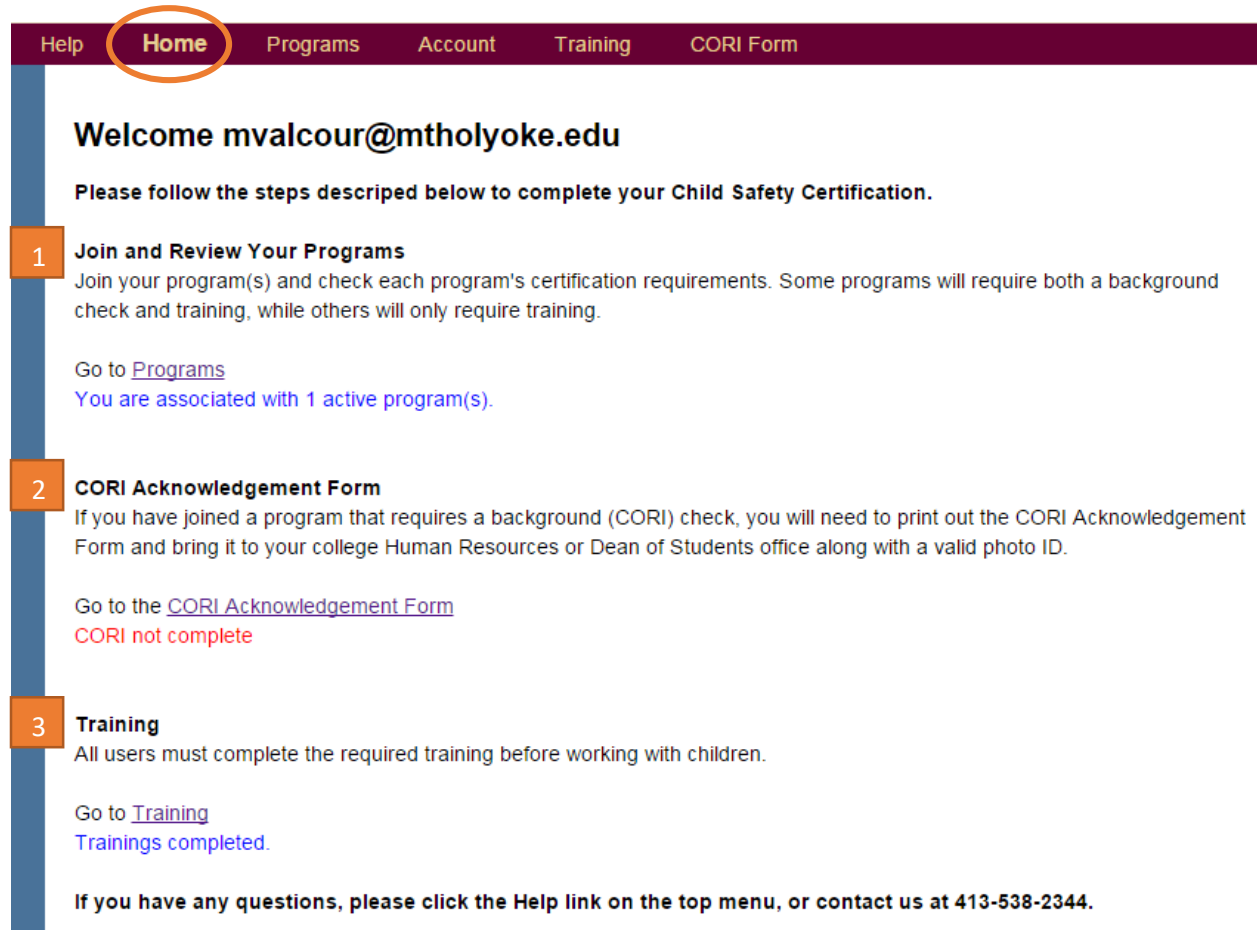
Five College users (users that have an email address for Amherst College, Hampshire College, Mount Holyoke College, Smith College, or Five Colleges) can log in with their college network ID and password.

Non-College Users

Non-College users (users who must use a non-College email address, such as parents or volunteers) will sign in with their

Becoming Certified

Once you have an account, you may log in at any time to check your progress and access/complete each step of certification. To begin, log in and go to the **Home** page in the top navigation menu (or visit https://riskmgmt.mtholyoke.edu/child_cert/main.php). The main steps towards certification are highlighted below in **orange**.



Help **Home** Programs Account Training CORI Form

Welcome mvalcour@mtholyoke.edu

Please follow the steps described below to complete your Child Safety Certification.

- 1 Join and Review Your Programs**

Join your program(s) and check each program's certification requirements. Some programs will require both a background check and training, while others will only require training.

Go to [Programs](#)
You are associated with 1 active program(s).
- 2 CORI Acknowledgement Form**

If you have joined a program that requires a background (CORI) check, you will need to print out the CORI Acknowledgement Form and bring it to your college Human Resources or Dean of Students office along with a valid photo ID.

Go to the [CORI Acknowledgement Form](#)
CORI not complete
- 3 Training**

All users must complete the required training before working with children.

Go to [Training](#)
Trainings completed.

If you have any questions, please click the Help link on the top menu, or contact us at 413-538-2344.

1

Add yourself to a program

To add yourself to a program, go to the Programs Page (https://riskmgt.mtholyoke.edu/child_cert/user_status.php) and use the filters to locate your program. You can click **View Details** to verify that this is in fact your program; once you're sure, click **Join**.

If you add yourself to the wrong program by mistake, or wish to remove yourself from a program for whatever reason, find it in your list of programs and click on the **✘**

Current Programs for mvalcour@mtholyoke.edu:

Status	Program	Dates	Training	CORI
Incomplete	Megan's MHC Test Program	2/23/2015-2/27/2015	Incomplete	Required - not submitted. ✘

As you can see above, you will also be able to determine where you are in terms of certification for each program, and if any of your programs will require you to submit a CORI check.

2

Print a CORI Acknowledgement Form

Once you have finished entering in your account information, navigate to the **CORI Acknowledgement Form** (click on the link or go to https://riskmgt.mtholyoke.edu/child_cert/cori_form.php). Select your program from the drop-down list, click **Submit**.

This step is only required if you are in a program that requires a CORI.

Your information will be saved with your account records. If you will be working in programs that require a CORI check, you must print the CORI Acknowledgement form and bring it to your college Dean of Students for ID verification.

Please select the program that this CORI check pertains to:

 Submit

A form will appear with the information you entered in Step 2; verify that information and then print your form. Bring that form to either Human Resources (for employees/volunteers) or the Dean of Students (students) with a government-issued ID (such as a driver's license or passport).

3 Complete the training

Smith College requires those that wish to be child safety certified to review two (three for some) separate trainings. All training is conducted online through the Child Safety Certification website.

To access the training, either click on Training at the top navigation bar or go to https://riskmgmt.mtholyoke.edu/child_cert/user_training.php. Select and complete each training.