

## SITE ADMINISTRATOR TRAINING

Ideally, each site should have one Site Administrator. To serve as a Site Administrator in a parish or school you must be an employee and you must participate in this training. Access to databases is dependent on attending the Site Administrator Training due to the confidentiality of the data and will only be given to the designated trained Site Administrator.

To be a Site Administrator you must also be in total compliance, which includes an approved Virtus account and an approved background check.

Registration is required. Please register at least 5 business days prior to the scheduled training. To register, email Regina Robinson at [rrobinson@archchicago.org](mailto:rrobinson@archchicago.org) or call 312-534-5254.

### UPCOMING TRAINING SCHEDULE

Date	Time	Location
November 15, 2011	9:30 am – 12:00 pm	Cardinal Meyer Center 2525 S Lake Park Avenue Conference Room 1W Chicago, IL 60653
December 6, 2011	9:30 am – 12:00 pm	St. Patrick High School Library Lab 5900 W Belmont Chicago, IL 60634
January 19, 2012	9:30 am – 12:00 pm	St. Joseph High School Room 310 10900 W Cermak Rd Westchester, IL 60154
February 16, 2012	9:30 am – 12:00 pm	St. Ita Jubilee Hall 1220 W Catalpa Ave. Chicago, IL 60640
March 8, 2012	9:30 am – 12:00 pm	Office for the Protection of Children & Youth 737 N Michigan Ave Suite 1220 Chicago, IL 60611
March 20, 2012	9:30 am – 12:00 pm	St. Louis de Montfort School Quinn Hall (Cafeteria) 8840 S Ridgeland Ave Oak Lawn, IL 60453