

Diocese of Toledo -ParishSoft Background Screening

1. On Internet Explorer, to go <https://aimsync.parishsoft.net/Toledo/HostedSites>
Once you are on this website, put it under “favorites” or “bookmark.”
2. Username: toledouser
Password: hoffman1980

This will log you in to the ParishSoft program, not directly to the background screening page.

3. Personal username:
Personal password:

If you do not have this information, or the log in and passwords do not get you in to ParishSoft, call René Yuhás Schmidbauer, 419-244-6711 x 203.

You will see the Staff and Volunteer Page, which lists employees and volunteers, with an assignment (i.e., teacher, bookkeeper, volunteer-high, etc.)

ADD A PERSON/ASSIGNMENT

1. Click “Add New” at the top of the list. This will bring up a “fuzzy search” to check if the person is already in ParishSoft. Type in the last name only and hit “search.”
2. If you find the person you are seeking, click “add” next to the name. If you do not see the name you need, click on the red link “add new member manually” at the top of the page. Either of these will bring up a staff record.
3. Complete the staff record with name and last 4 digits of the social security number.
4. At the bottom of the page are assignments. Click “unknown” under Selected Positions, and “remove.”
5. Scroll down the left side list of assignments. Click on the appropriate assignment and then “add.”
6. Click on “update.” The name and information will be added to the staff and volunteer list. Click on the “Staff” link to the left to see the updated list.

DISABLE AN ASSIGNMENT

As employees or volunteers leave the school or parish, they should not be deleted completely from ParishSoft, however their assignment should be disabled.

1. Click into the white sheet next to the person's name, which will bring up the actual staff record.
2. Scroll down the page. In red, you will see "Disable Assignment?" Check the box next to that. Hit the "Update" box at the bottom of the page. That will take the person out of your school or parish, but leave his/her information intact.

CHECK BACKGROUND INFORMATION

1. Click into the "Safe Environment" link on the list along the left side.
2. Hit "Search", and type in the last name only under "Find person:" Leave all other criteria as "all." Hit "Search" again. This will bring up all of the people in the background screening page with that last name.
3. Click on the name of the person. This will bring up the background criteria required with that person's assignment.
4. Clicking into each requirement will bring up that particular information. If no information is listed, either the person has not completed the requirement or we have no record of it.

RECORD SIGNED EXPECTATION FORM

1. Enter "Safe Environment" page, and link into individual file, as shown above.
2. Link into "Signed Expectation Form." This will bring up the details.
3. Next to "Status" is the default "Unknown." The arrow next to that is a drop down list. Select "Complete N/A." The current date will appear next to "Complete Date" and one year from then will appear under "Expire Date."
4. Scroll down to bottom of page and hit "Submit" button.

BACKGROUND SCREENING STATUS REPORT

Under the name and address of the parish or school is a link, "Background Screening Status Report." Click into that and the report will list at a glance all of the people that are in the background screening page under your school/parish with their background information.