



Called to teach.

Quick Start Guide

1 How to access the online platform the first time.

Go to Vocare on the Archdiocesan Office for Evangelization and Discipleship website:

<http://vocarecalled.com/>.

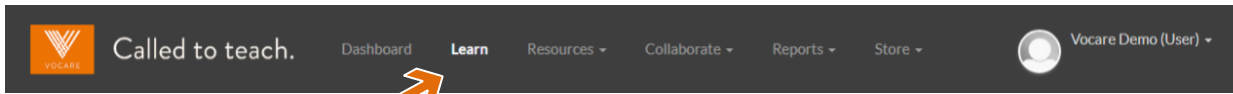
In the black menu bar at the top, select "Vocare Online."



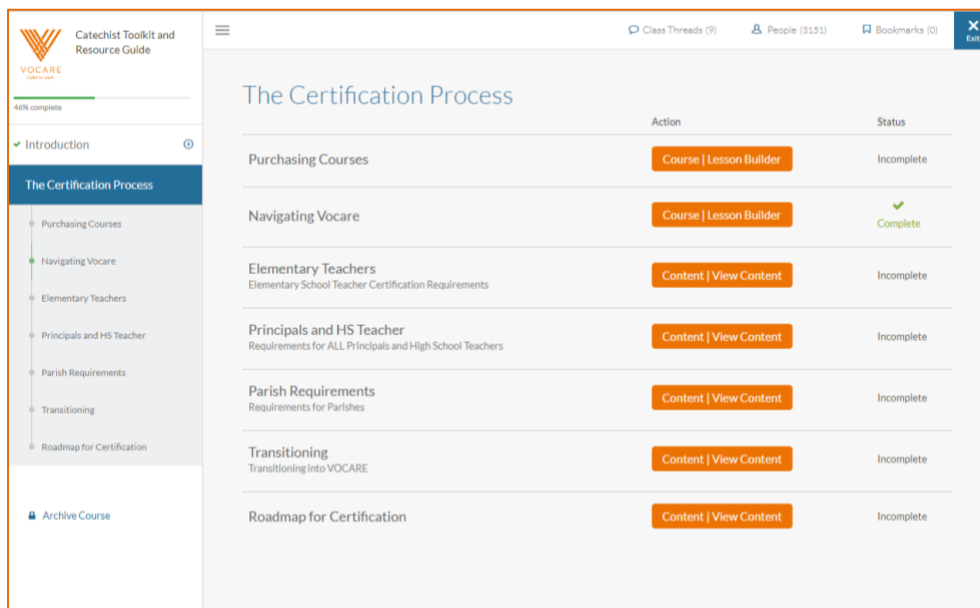
Click the orange **LOGIN** button at the top-right of the screen. Using the Vocare login email sent to you, enter the username and password from the email. Update your password to make it personal to you by clicking on your name at the top-right and going to *Settings*. In the "Password" section, enter and confirm a new password (be sure to click 'Save'). If you want your email address changed, you can also do that as this location.

2 The first step.

Under the Learn tab, Begin the Catechist Toolkit and Resource Guide:

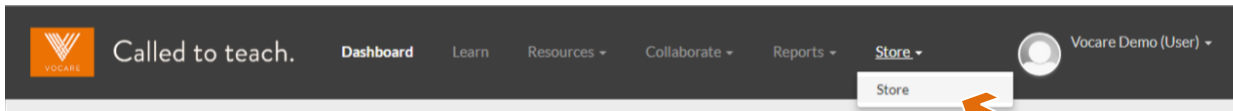


Go through the Toolkit to learn how to navigate the Vocare system.

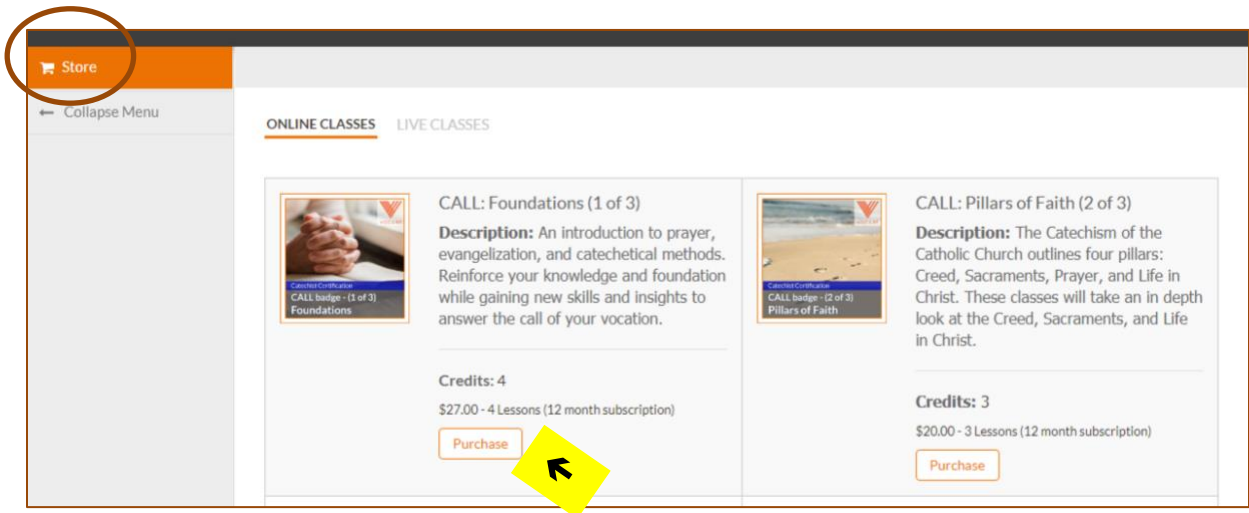


3 How to purchase courses.

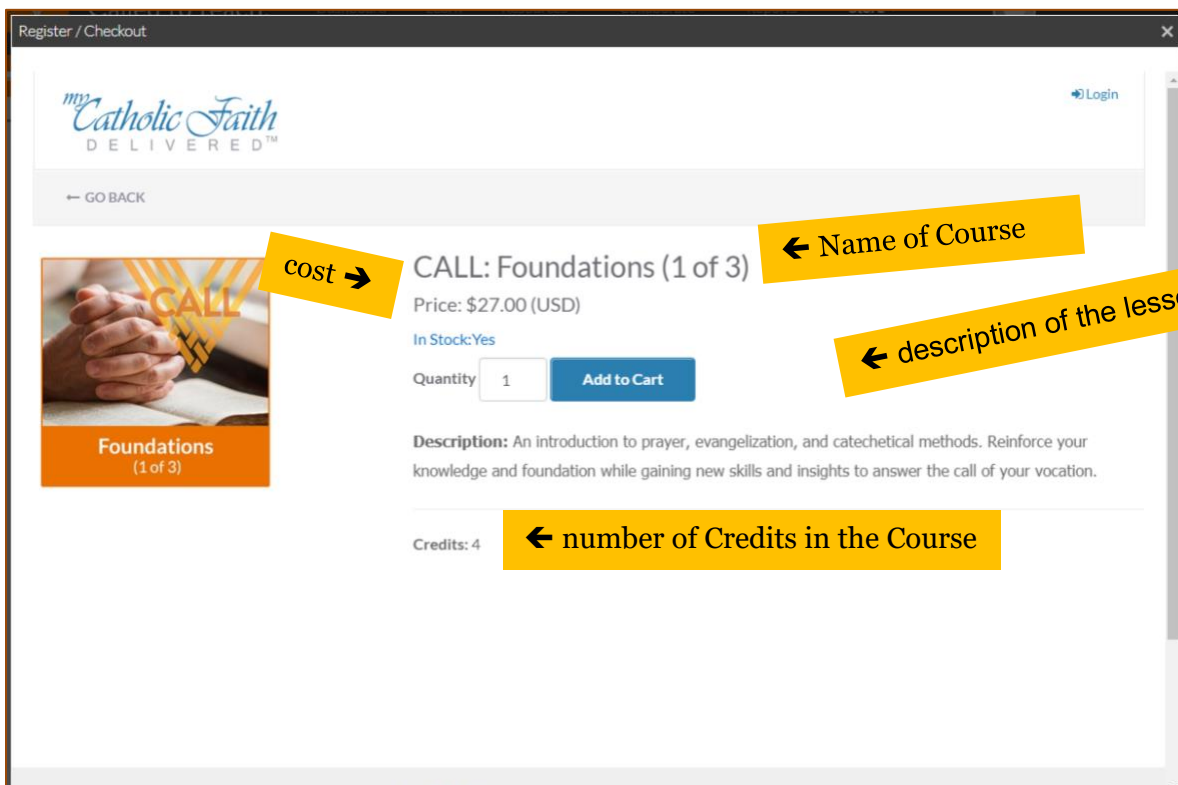
In the black menu bar, select "Store." Click Store to access the Vocare storefront.

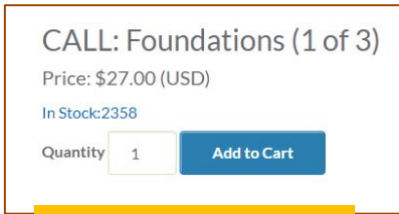


From this page you purchase the courses you want. Please read descriptions of courses to ensure you are eligible to take the course. (Some are only for Catholic School teachers.)

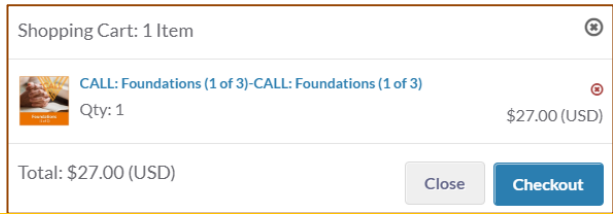


When you click 'Purchase' under the course you want, the page below will open:



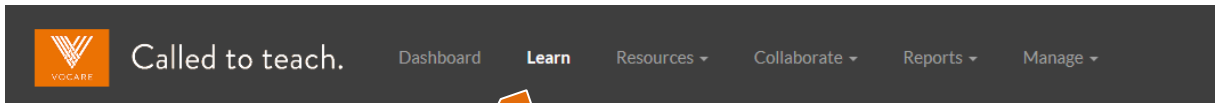


Click "Add to Cart"



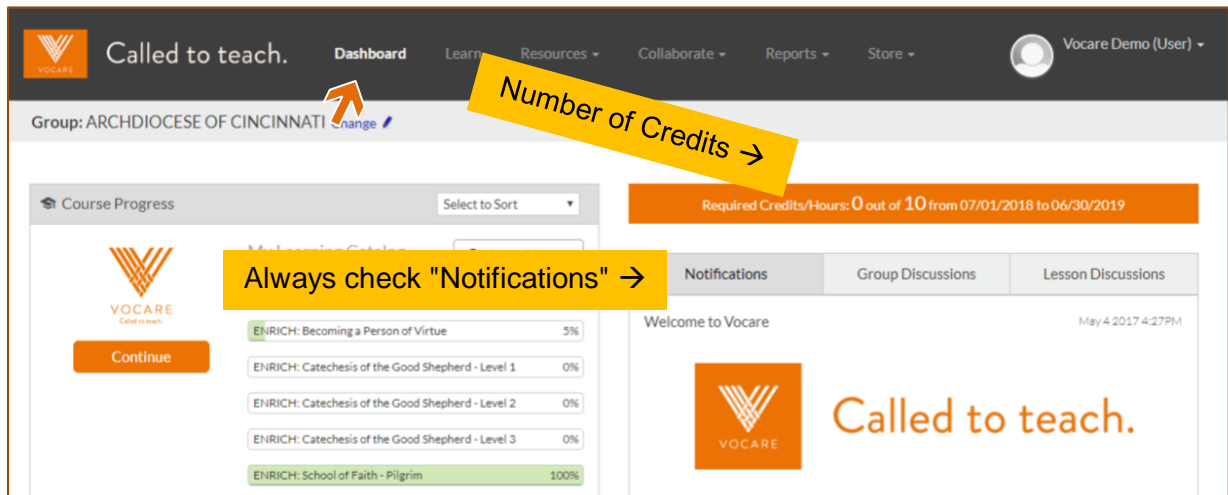
Click "Checkout" and follow the instructions

After your purchase is complete, your course will be in your "Learn" tab.

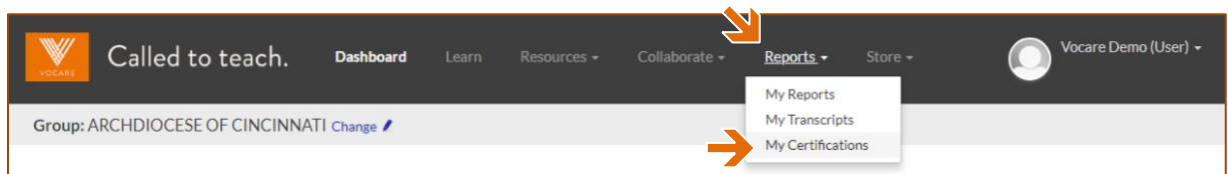


4 Where to find how many credits I have.

When you are logged in, click on the "Dashboard" for general information:

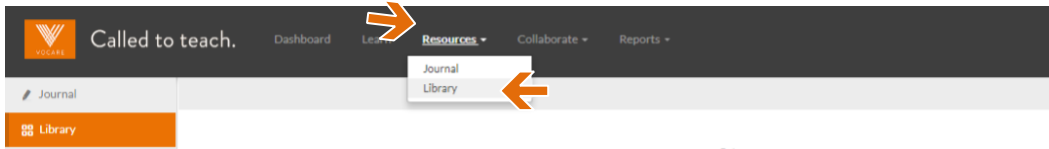


Approved credit for courses and events will appear in your certifications. Go to Reports -> My Certifications:



5 How to submit outside credit requests.

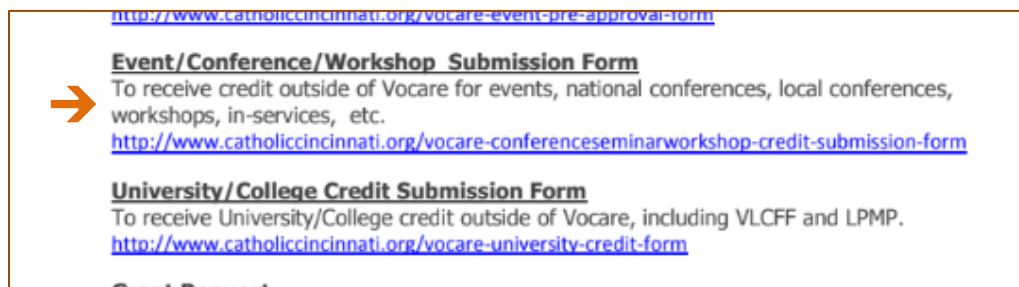
On the black menu bar, select Resources, then Library.



Scroll to the **Vocare Forms New** document and click on it:



Scroll down until you get to the Submission Forms:



Choose the Event/Conference/Workshop Submission Form for all workshops and in-service events. No one receives credit for *attendance* at a workshop – the submission form *must* be completed to gain credit.

Choose the University/College Credit Submission Form for all theology transcripts from an Ohio Catholic university. This includes transcripts of the VLCFF program from the University of Dayton and the LPMP program from the Athenaeum of Ohio.

Approved credit for events will appear on your Certifications page.