

## Vocare Retraining



Happy New Year to all Vocare Administrators, catechists and religion teachers! As we are halfway through the academic year, it's time to think about completing your religion certification requirements in the Vocare certification process of the Archdiocese of Cincinnati. If you need retraining on navigating through Vocare, please follow the directions below to help you begin or finish your requirements for the 2017/2018 academic year.

### 1. Log in to Vocare with your username and password:

In the fall, catechists received an email with a Vocare username and password. If you did not receive an email, then you were not previously in our system. To gain your password, or to receive it again, have your Vocare Administrator (VA) follow these steps:

- Go to [Vocarecalled.com](http://Vocarecalled.com)
- Choose 'Forms/Documents' at the top of the page
- Choose 'Forms for Administrators'
- To add a single individual to Vocare: 'Vocare Access Form'
- To add a group of catechists: 'Add Multiple Users'
- Hit 'Submit'. You will receive an email in the next few days with the login information.

### 2. Click on following links to learn more about how to navigate through Vocare:

[Vocare Quick Start Guide](#)

[How Does Certification Work Webinar](#)

[Parish Catechist and Elementary School Teacher Webinar](#)

### 3. Beginning your coursework:

The first course to take is the '*Catechist Toolkit*' on your dashboard. This will walk you through the various tools available in Vocare. Once you have taken this orientation, you will be able to begin your coursework.

Questions? Email us at [vocaresupport@catholiccincinnati.org](mailto:vocaresupport@catholiccincinnati.org)