



VA Communications

April 2019, Issue 16

Happy Easter Season! With May right around the corner, there are about 60 days left until the June 30th Vocare deadline. We encourage those who do not need credits this year to hold off until after July 1, 2019 to begin in Vocare. Credits completed before the deadline will not be carried over to 2019-2020.

*"...just as Christ was raised from the dead by the glory of the Father, we too might walk in newness of life."
Romans 6:4*

VOCARE INFORMATION GUIDE REVISED

Last year, principals and Vocare administrators received an information guide to help answer some of the more common questions asked about Vocare. This document has been revised. One side includes information geared toward administrators, and the other side for teachers. The information guide is under the tab "Forms and Resources". Choose 'Forms and Resources for Administrators' and you will find the information guide.

You can also go to: <http://www.catholiccincinnati.org/wp-content/uploads/2019/04/Vocare-Quick-Start-2-for-admins.pdf>.

HOW TO PRINT A RECEIPT FOR A PURCHASED COURSE

1. Log in to Vocare
2. Go to Store then click any Purchase
3. Click User name at the top of the pop-up
4. Scroll to bottom for Order History
5. Click for Receipt
6. You will be able to print from there.

COURSE PURCHASE ACCESS REMOVED FROM VOCAREONLINE.COM

If a user goes to Vocareonline.com, they will see that the 'Purchase' button has been replaced with a 'Log in to Purchase' button. After you log in you will be taken to the Vocare "Store" tab to purchase a course.

DON'T FORGET TO CHANGE YOUR VOCARE PASSWORD!

We highly encourage all Vocare administrators to personalize your VA password. Anyone in the Archdiocese who knows your email address and last name can get into your Vocare account. Thank you in advance for taking the time to secure this information!

HOW DO I FIND OUT HOW MANY CREDITS I HAVE?

VA's, this is a common question we get from teachers. Please pass along the following: Login to Vocare and go to your Dashboard. Look for the orange banner that indicates "___ out of 10 credits."

Vocare Reminders

1. All courses expire one year from the date of purchase.
2. To receive Vocare credits for this fiscal year, 2018-2019, all credits must be submitted by June 30th, 2019.
3. To receive outside Vocare credit, the event must be catechetical in nature. Personal retreats do not fall under this category. Outside event submissions are due by June 15th, 2019.
4. Any additions or deletions within your Vocare group should be emailed to Vocaresupport@catholiccincinnati.org. Please do not make any changes on your own.

UPCOMING RUAH WOODS TOB TRAINING: WORTH 2 VOCARE CREDITS!

These trainings are for any K-8 teachers of religion. Please encourage them to attend!

Thursday, Aug. 1: St. James
Monday, Aug. 5: Piqua Catholic
Tuesday, Aug 6: St. Susanna
Wednesday, Aug 7: Incarnation
Thursday, Aug 8: All Saints
Friday, Aug 9: Guardian Angels

To sign up for one of these sessions, please go to: <http://www.ruahwoodspress.com/Cincinnati/>