



ARCHDIOCESE OF  
CINCINNATI

VOCARE

## Quick Start Guide

### 1 How to access the online platform the first time.

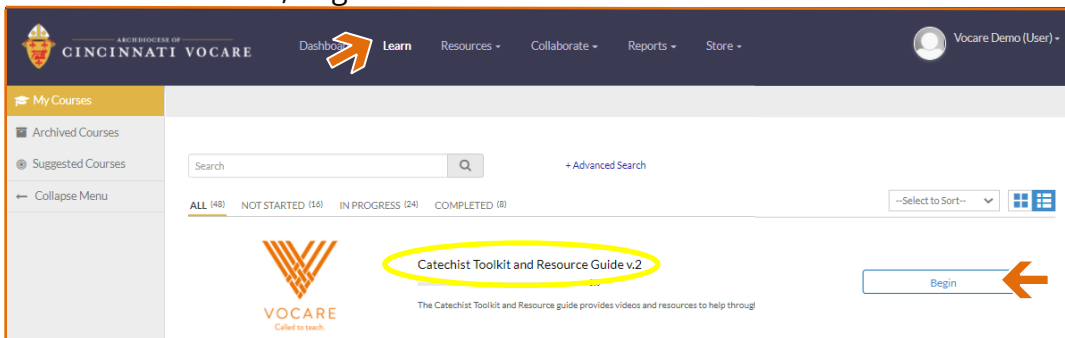
Open Google Chrome and go to: <http://vocarecalled.com/>.



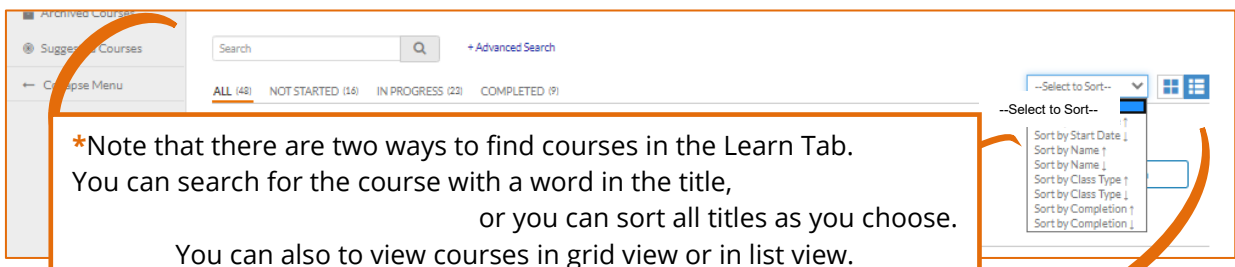
Click the orange **LOGIN** button at the top-right of the screen. Using the Vocare login email sent to you, enter the username and password from the email. Update your password to make it personal to you by clicking on your name at the top-right and going to *Settings*. In the "Password" section, enter and confirm a new password. Click Submit. NEVER change your email address! If you want your email address changed, please contact [VocareSupport@CatholicCincinnati.org](mailto:VocareSupport@CatholicCincinnati.org). *You will lose all your progress in Vocare if you change your email address on your own!!!!*

### 2 The first step.

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

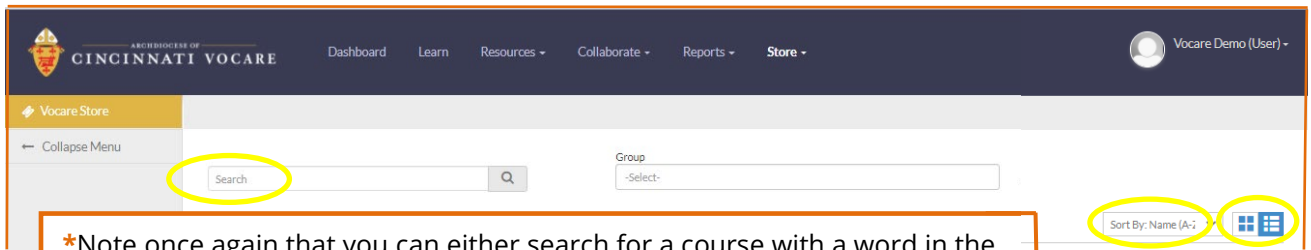
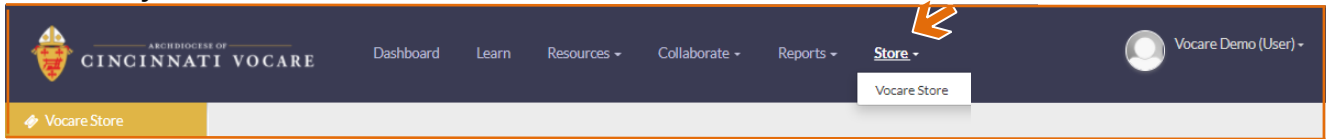


Go through the Toolkit to learn how to navigate the Vocare system.

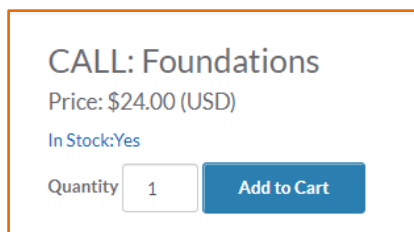
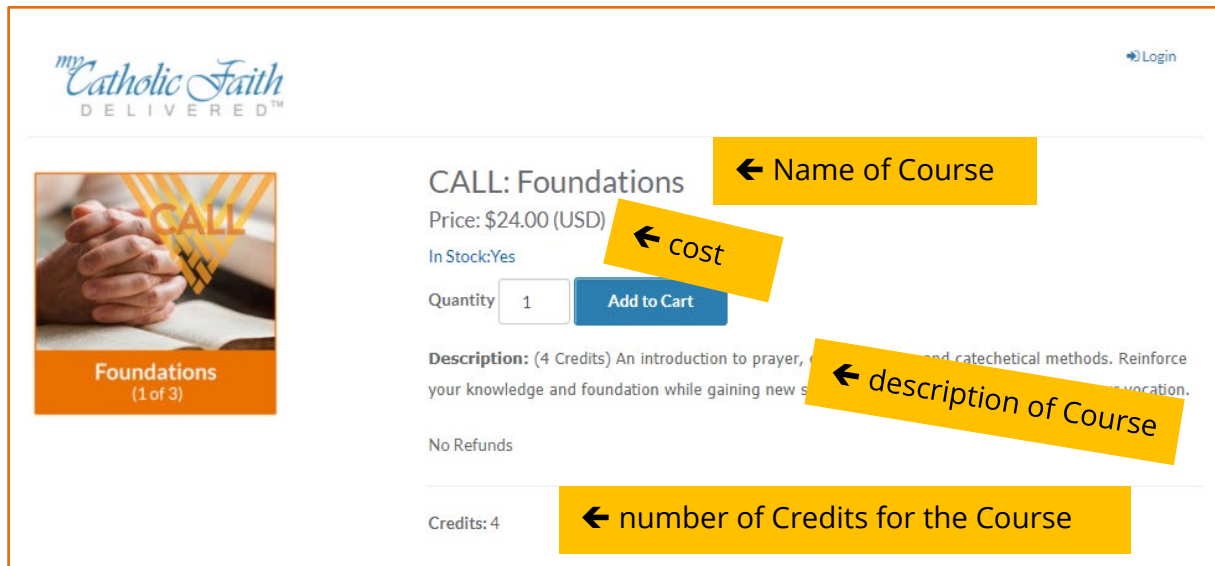


### 3 How to purchase courses.

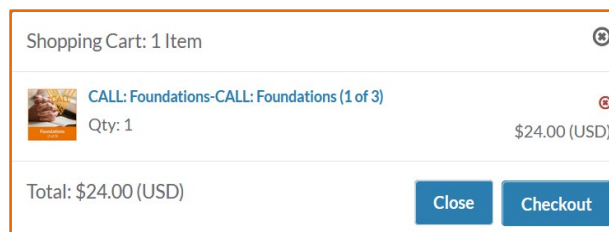
In the navy-blue menu bar, select "Store" then "Vocare Store."



The page below will open when you click the course you want:



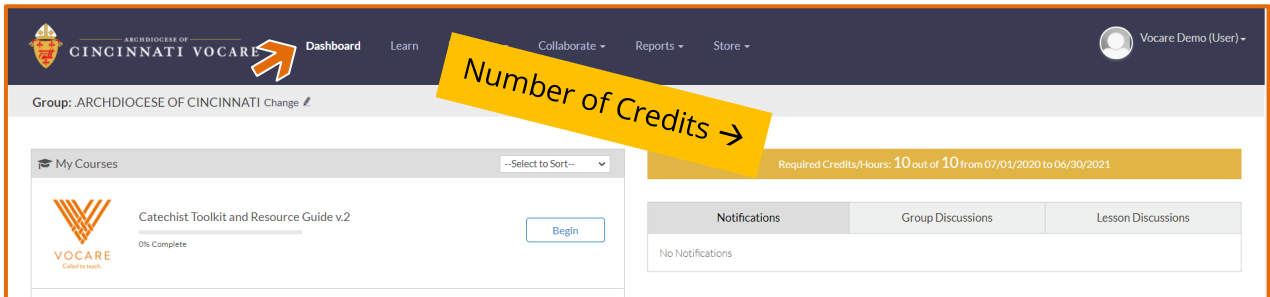
Click "Add to Cart"



Click "Checkout" and follow the instructions

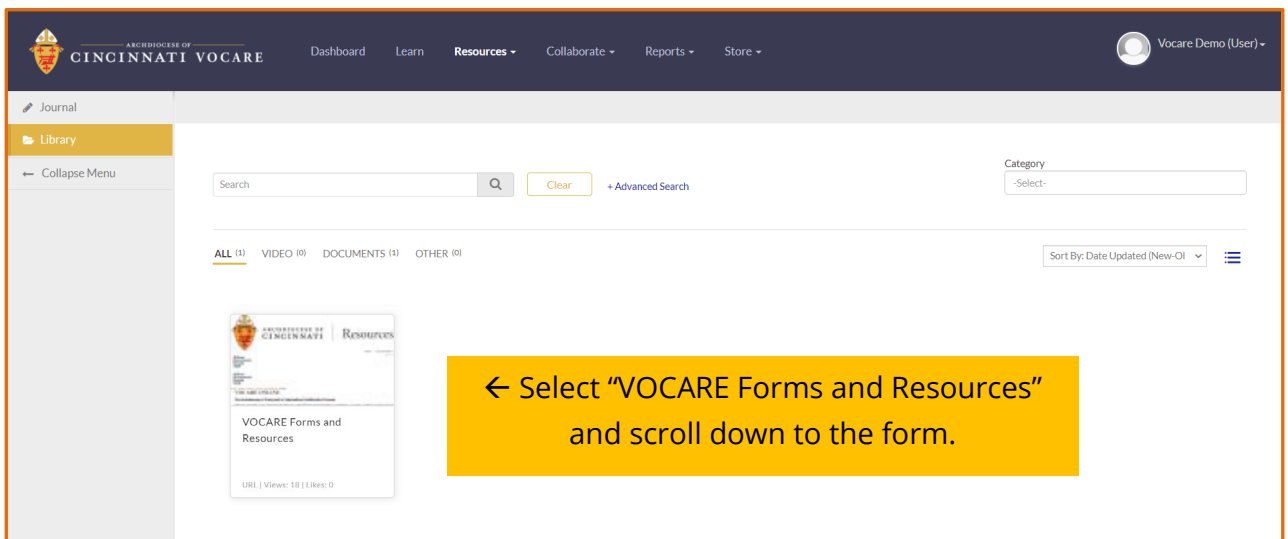
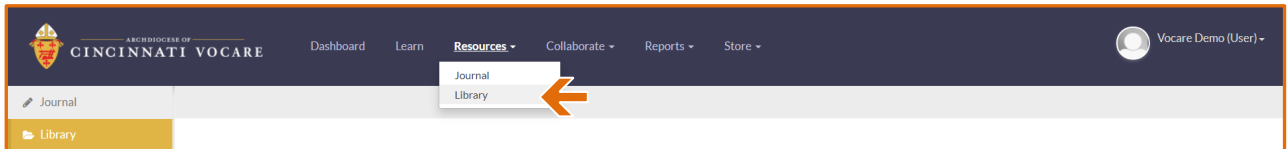
#### 4 Where to find how many credits I have.

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



#### 5 How to submit outside credit requests.

On the navy-blue menu bar, select Resources, then Library.



Click on the link to go to the Resources Page for Vocare on the Center for the New Evangelization website. Select the Event/Conference/Workshop Submission Form, complete it, and click Submit. When the Event is processed, your credit will appear on your Dashboard.