

How to Apply for eAppsDB Online

Click on the link that will bring you to the “**New User Registration**” screen.

All fields on this screen must be completed except the email address.

In the blue “**Primary Site**” box, select **Holy Spirit**.

The “Access Code” is set at the word “**protection.**”

You are required to indicate the “**type of application.**” Click on either **Employment** or **Volunteer**.

In the “User ID” field, you should enter a **Use ID** that you would like to use in order to access your application. Please read the requirements for User ID at the bottom of the registration screen. You are prompted to enter your **User ID** twice for verification purposes.

In the “**Password**” field, enter a **password** you will use in order to access your application. You are prompted to enter your **password** twice for verification purposes.

In the “**First Name**” and “**Last Name**” fields, please enter your name as it appears on your driver’s license or state identification.

In the “Date of Birth” field, please enter your DOB as mm/dd/yy. You are prompted to enter your DOB twice for verification.

Once you have completed the requested information, click the “**Register**” button.

You should receive a message indicating that you have been successfully registered in the system. Now, continue with the application process and click the link that says: “Please click here to login and continue your application.” This will take you to the “**Login Page**” screen.

At the “**Login Page**” enter your User ID and the password that you created for yourself in the areas provided. Then click “**Login**” to continue.

After successfully logging in to eAppsDB, you will be taken to the “**Application Overview**” screen for your application.

Please remember to complete **ALL** areas of the database that are indicated with a (*). If you do not complete all of these areas, your application is considered incomplete and will not be accepted.