



Protecting God's Children Registration Instructions and Background Check Process for Volunteers

Account Registration

Before or after attending an instructor-led (live) session, all participants must register with **VIRTUS** Online.

Go to http://www.virtusonline.org

On the left side of the screen, click the green box labeled **FIRST-TIME REGISTRANT**, to begin registration.

To proceed, click on Begin the registration process.

(If you do not know which session you wish to attend, select View a list of sessions.)

Choose the name of your organization:

Chicago (IL), Archdiocese from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is highlighted, click Select.

Create a User ID and Password you can easily remember. This is necessary for all accounts. This establishes your account with the VIRTUS System.

If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click Continue to proceed.

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click Continue to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you.

Select the <u>PRIMARY</u> location with which you are associated by clicking the downward arrow and highlighting the location.

Next select all the role(s) that you perform at this location

Please check all roles that apply.

Click Continue to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).











Please s	elect the primary location with which you are	associated.
Location:	- Pleasa select -	•
	Continue	







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Your chosen location is displayed on the screen, along with the roles you selected.

Select YES, if you are associated with any additional locations.

Otherwise, if your list of locations is complete, select **NO**.

Please answer the following two questions.

Do you interact with, work with or come into contact with minors and/or vulnerable adults of the archdiocese?

Are you employed in a location within the Archdiocese, parish, or school?

Click Continue to proceed.

Have you already attended a session?

If you have <u>not</u> attended a **VIRTUS** *Protecting God's Children* session, choose **NO**.

Otherwise, choose YES.

If you chose <u>NO</u> during the previous step, you will be presented with a list of upcoming **VIRTUS** *Protecting God's Children* <u>instructor-led</u> sessions scheduled for the **Archdiocese of Chicago**.

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose <u>YES</u> during the previous step, you are post-registering for a past session. You will be presented with a list of all past instructor-led **VIRTUS** sessions conducted in the **Archdiocese** of **Chicago**.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration.**)

If you are a **VOLUNTEER**, you are required to complete a background check and read the following required documents.

Please review the following and respond:

CANTS (Child Abuse & Neglect Tracking System)

To proceed, please Confirm by checking the box:

"I will download this form, fill it out and return it to my parish or school office".

You have chosen following locations and roles:

Christ The Redeemer (Chicago)

· Volunteer ✓

Are you associated with any other locations?

YES NO

Do you interact with, work with or come into contact with minors and/or vulnerable adults of the archdiocese?

Yes | No

Are you employed in a location within the Archdiocese, parish, or school?

Yes | No

Continue

Have you already attended a session?

YES

NO

Please select the session you wish to attend Protecting God's Children for Adults Where: Divine Providence (Westchester) When: Saturday, January 27, 2018 9:00 AM Estimated length of session: 3 hrs Spaces remaining: 25 of 25

Language: This session will be conducted in English Notes: We will meet in the Ministry Center-building behind the rectory Wheelchair accessible: Yes Protecting God's Children for Adults Where: St. Thomas-Apostle School (Chicago) 5467 S. WOODLAWN AVE. When: Saturday, February 10, 2018 9:00 AM Estimated length 3 hrs Spaces remaining: 57 of 60 Language: This session will be conducted in English Notes: Participants must arrive on time. No late arrivals. Doors will be locked at 9:00 a.m. Arrive 10 minutes early. Bring pen or pencil. Wheelchair accessible: Yes







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Please review the following and respond:



Code of Conduct for Church Personnel

To proceed, please **Confirm** by checking the box: "I have downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.

Click Continue to proceed.

Please review the following and respond:



Declarations

To proceed, please **Confirm** by checking the box: "I have downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.

Click Continue to proceed.

As a VOLUNTEER, you are required to complete a background check.

Please follow the instructions on the screen to proceed.

Click here to complete your background check

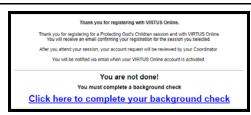
Your background check registration on VIRTUS Online is completed.

You will receive an email link to access S2Verify to complete your background check process.

Thank you for completing the registration process!







Background Check

Your background check request was submitted successfully