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

Click on this link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17156

Or:

Go to http://www.virtusonline.org

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

Select the name of your organization **Joliet** - Diocese (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. The password must be at least 8 characters. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option.

This is a temporary precaution which remain in effect until further notice. As the social isolation recommendations are updated, we will reevaluate the situation.

All live sessions are cancelled until we determine it is safe to gather.

Click **Continue** to proceed.

Provide **all** the information requested on the screen.
Several fields are required, including: First & 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. If you cannot obtain an email address, enter: **noaddress@virtus.org.**

Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.

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).

Your selected location(s) are displayed on the screen.

Please select the roles you perform at this location and enter a brief description of your title or position.

Select **Continue** to proceed.

If you are an Employee at a Parish or School, please select any additional roles (also known as a Secondary Role).

If you are a Volunteer, please select any additional roles (also known as a Secondary Role).

Select Yes if you are associated with any other locations.

Select **No** for no other locations.

.

Please answer the four questions.

Click **Continue** to proceed.

> Are you a parent or guardian of a child under 18?
> ○ Yes
> ○ No
>
> Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?
> ○ Yes
> ○ No
>
> Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?
> ○ Yes
> ○ No
>
> Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?
> ○ Yes
> ○ No
>
> [Continue]

Please review the following and respond:

> ➢ **Policy Regarding Sexual Abuse of Minors and Vulnerable Adults (rev 7-15-2021)**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

Please review the following and respond:

> ➢ **Standards of Behavior for those Working with Minors and Vulnerable Adults to Safeguard Against Child Abuse (rev 7-15-2021)**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

If you volunteer in a repetitive role (please see your local administrator), please print the **Adult Volunteer Application**. Once the form is completed, signed, and dated, please return to the volunteer coordinator of parish/school where you are volunteering. The volunteer coordinator will then provide to the local administrator to enter the date the form was completed into your VIRTUS account.

Click on **Continue**.

Diocese of Joliet, IL

Adult Volunteer Application

Adult Volunteer Application

☐ Please print this form. Once the form is completed, signed, and dated, please return to the volunteer coordinator of parish/school where you are volunteering. The volunteer coordinator will then provide to the local administrator to enter the date the form was completed into your VIRTUS account.

[Continue]

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

Otherwise, choose **YES**.

Have you already attended a VIRTUS Protecting God's Children Session?

[YES] [NO]

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** *Protecting God's Children* instructor led and online sessions scheduled for the **Diocese of Joliet**.

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

(If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Joliet**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

Please select the session you wish to attend

○ Protecting God's Children for Adults (Online Training)

○ Protecting God's Children for Adults (Online Training in Spanish)

○ Protegiendo a los Niños de Dios

Where: St. Andrew the Apostle (Parish and School) (Romeoville)
505 Kingston Drive
When: Saturday, December 4, 2021
1:00 PM
Estimated length of session: 3 hrs
Spaces remaining: 10 of 10
Language: This session will be conducted in Spanish
Notes: Puerta #5 Aula #102 Por favor de llequar 15 minutos antes de iniciar la clase. No se permiten niños en esta clase.
Wheelchair accessible: Yes

As part of our efforts to create and maintain a safe environment for children, volunteers, and staff we must conduct a criminal background check.

If you are a **NEW EMPLOYEE/APPLICANT****, please contact the hiring manager for instructions to be fingerprinted. Please click 'Go To Training' and the online training will be accessible if chosen as the selected training.**

If you are a **VOLUNTEER or CONTINUING EMPLOYMENT** follow the instructions to conduct a name-based background check through Selection.com website.

Your registration is not complete

You must complete a background check

As part of our efforts to create and maintain a safe environment for children, volunteers and staff we must conduct a criminal background check.

If you are a NEW EMPLOYEE/APPLICANT stop here and contact the hiring manager for instructions to be fingerprinted.

If you are a VOLUNTEER or CONTINUING EMPLOYMENT follow the instructions below to conduct a name-based background check through Selection.com.

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: registration
Middle:
Last: testIInnevevev

Do you need to update this information to match your FULL, LEGAL name?

[I need to enter my FULL, LEGAL name]

By clicking this button, you will be directed to their secure website called Fastrax™.

[I entered my FULL, LEGAL name - Begin Background Check]

You will be notified via email when your VIRTUS Online account is activated.

You are now within the secure website of *FASTRAX*®. Please click on **Enter Background Check** Info to proceed. You must complete the release form in its entirety once you click on **Enter Background Check** Info.

Please complete the steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check release form.

The Diocese of Joliet welcomes you!

Protecting the children under the care of the Diocese of Joliet is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the diocese but also members of religious orders and other organizations that collaborate with our diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in conducting a background check is appreciated. Thank you for helping us ensure the safety of our children.

Your Information
Primary location: Assumption

Enter Background Check Info

If you selected online training, please click 'You have 1 online module assigned' within Current Training, and then the **green circle** to begin the **Online Training.**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Current Training

You have 1 online module assigned

Register for an upcoming session

Online Training Modules

To begin your online training, please click the title of your assigned training:

✓ **Protecting God's Children® Online Awareness Session 4.0**
Assigned: 11/16/2021
Due: 11/30/2021

Other Languages Available (You may change versions)
Otros idiomas disponibles (puede cambiar versiones)

Change to: Protecting God's Children® Online Awareness Session 4.0 (Spanish)

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

To contact the background check provider, Selection.com, please contact their helpdesk at 800-325-3609.

Thank you for completing the registration process!