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.

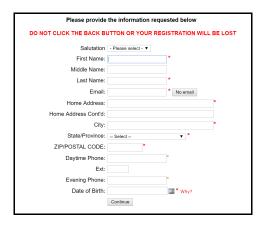
Click Continue to proceed.

Provide <u>all</u> 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 <u>PRIMARY</u> 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).

In this step, <u>DO NOT</u> select the location of your training session - you will pick that late We are asking for the primary location where you <u>work</u> or <u>volunteer</u> .		
Please select the primary location where you work or volunteer. Location: - Please select - Continue		



- Select your organization -

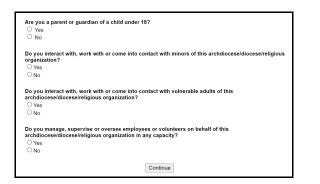


Your selected location(s) are displayed on the screen.			
Please select the roles you perform at this location and enter a brief description of your title or position.	Please select at least one primary role you perform at this location Priest Ordaned priest Seminarian		
Select Continue to proceed.	Studying to be a periest Deacon Ordaned permanent deacon. Candidate for ordination Studying to be a permanent deacon Educator Salaried teachers, school administrators, principals. NOT CATECHISTS Employee (Parish/Parochial) Paid for work done at the parish/borbool DO NOT INCLUDE EDUCATORS Employee (Diocesan/Eparchial) Volunteer Persons not paid for work done at the parish/school. Include catechist here. If you have a title please enter it below. If you do not have a title, please briefly describe what you do. Title or Position of Service: Continue		
If you are an Employee at a Parish or School, please select any additional roles (also known as a Secondary Role). Please select any additional roles you perform at this location			
	Employee: Contractor Independent contractor paid for work done with minors/vulnerable adults at parish/school Employee: Substitute Teacher Employee: After School Staff Employee: Musician Employee: High School Coach athletic coach at catholic high school Employee: Parochial School Any paid school employee who does NOT already fall under one of the following roles: Educator Employee: After School Staff Employee: Employee: Religious Education or Youth Ministry		
If you are a Volunteer, please select any additional roles (also known as a Secondary Role).	Please select any additional roles you perform at this location Volunteer: Religious Education or Youth Ministry Volunteer: Coach Volunteer: Knights of Columbus Volunteer: Parochial School Volunteer: Scout Leader Volunteer: Other Volunteer: Liturgical Minister Eucharistic minister, lector, usher, choir Volunteer: School board member Volunteer: Parish		
Select Yes if you are associated with any other locations.	You have chosen following locations and roles:		
Select No for no other locations.	All Saints Catholic Academy (Naperville) • Volunteer ✓		
	Are you associated with any other locations? Yes No		



Please answer the four questions.

Click Continue to proceed.



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)

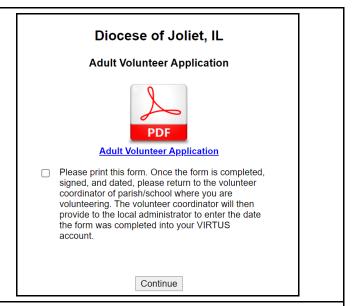
To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

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.



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

Otherwise, choose YES.

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

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> 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.

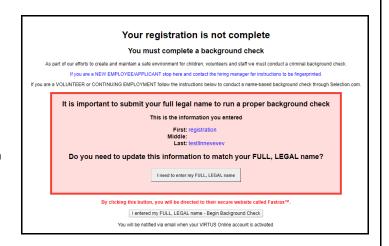
(If you chose <u>YES</u> during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Joliet**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration.**)



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.





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.



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.





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!

