



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.



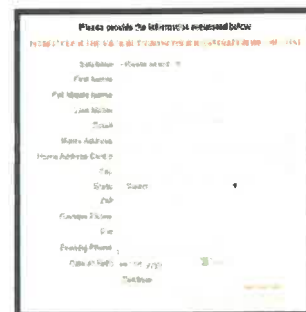
Provide all the information requested on the screen.

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 **PRIMARY** 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).





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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**.

You have chosen following locations and roles:

Christ The Redeemer (Chicago)

Volunteer ✓

Are you associated with any other locations?

YES 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?

Yes No

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

Yes No

continue

Click **Continue** to proceed.

Have you already attended a session?

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

Otherwise, choose **YES**.

Have you already attended a 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 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 **YES** 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**.)

Please select the session you wish to attend

Protecting God's Children for Adults

Where: Divine Providence (Westchester)

When: Saturday, January 27, 2018

8:00 AM

Estimated length of session: 3 hrs

Spaces remaining: 25 of 25

Language: This session will be conducted in English

Notes: We will meet at the Ministry Center building behind the rectory

Whether accessible: Yes

Protecting God's Children for Adults

Where: St. Thomas-Aquinas School (Chicago)

5497 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

Whether accessible: Yes

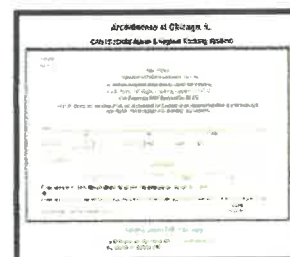
If you are a **VOLUNTEER**, you are required to complete a background check and read the following required documents.

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".





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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.



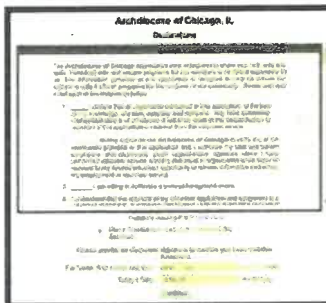
Please review the following and respond:

➤ 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.

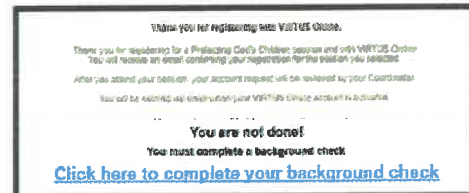
Click **Continue** to proceed.



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!

