

If you have already attended a VIRTUS session, **please do not complete this registration process**. You will need to contact your parish or Catholic School Safe Environment Coordinator in order to gain access to your already existing VIRTUS account. If you did previously attend, you will need the "Guide for Current Employees & Volunteers." Your local SE Coordinator can provide a copy of that guide for you.





Click Continue to proceed to the next screen.	
Please select any <u>additional</u> roles that may apply. Only select "Volunteer Leadership" if you are serve as a Trustee, Parish Council, Finance Council, or School Board Member.	Please selections of provide
Click <b>Continue</b> to proceed.	
Answer two (2) YES/NO questions.	And your a protection of a child nuclea \$17 O Yos O Ho
Click <b>Continue</b> to proceed.	Physical instance with even ways from even into month with instance and even even into month with instance and even even instance and even into a set of generations of the even of generations of the even into a set of generations of the even
Please answer <u>YES</u> or <u>NO</u> to the following questions:	
Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese?	Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese? If you are uncertain whether you have completed a background check, please contact your parish or Catholic school Safe Environment Coordinator before proceeding.
If you answered "Yes" to either question above, please indicate the location where you had a background check (by selecting that location from the dropdown list provided):	If you answered "Yes" above, please indicate the location where you had a background check (by selecting that location from the dropdown list provided): 
You must contact staff at the new location where you will be serving, to complete a form for sharing a background check report dated not more than two years ago.	Click Continue to proceed.
Click <b>Continue</b> to proceed.	(without
Please answer <u>YES</u> or <u>NO</u> to the following questions:	Archdiocese of St. Paul & Minneapolis
Are you a priest, deacon, church personnel, volunteer leader (only the roles of Trustee, Parish Council, Finance Council, School Board Member) or a volunteer?	Are you a clergy, engloyee or a volunter?           Image: Image of the state of th
As clergy, employee and/or volunteer, do you drive others as a part of your position responsibilities? If unsure, please contact your supervisor or site coordinator.	○ yes         ○ no           As charge samplayer, active reductions with yers to responsibilities ?
As clergy, employee, and/or volunteer, will you be responsible for handling \$250 or more as part of your position responsibilities? <i>If unsure, please contact your supervisor or site coordinator.</i> Click <b>Continue</b> to proceed.	 Contract
If you drive others as part of your position responsibilities, you are required to have a motor vehicle records background check.	Drivers License Information Trease required to have a more control background check. Press entry our direct's ficanse information below: State: The State:
(Please enter your driver's license information, as requested on the screen).	Norber
Click <b>Continue</b> to proceed.	
As an employee and/or volunteer, please read the Summary of Rights Under the Fair Credit Reporting Act Consent form.	Archdiocese of St. Paul & Minneapolis Summary of Rights Under the Fair Credit Reporting Act As a registry address data part and compate the form and provide by our employer of beginning to the paul of a color St. Ensourced Conducts when you are to service
To proceed, click on the box containing the following statement: I have downloaded and read the Summary of Rights Under the Fair Credit Reporting Act	Bernman, af Right North Rh Zu Creat Reporting Act 1 have downloaded and read the Sommary of Rights Under the Far Creat Reporting Act
Please read the Consumer Report Disclosure document.	Archdiocese of St. Paul & Minneapolis
Please answer YES or NO to the following questions:	Consumer Report/Investigative Consumer Report Disclosure and Release of Internation Authoritation Consumer Report In one functions take improvement in emprove another improve and the international of the Authoritation and the international of the International Authoritation International International Authoritation and the International Authoritation and the International Authoritation Memory and the International Authoritation and the International Authoritation and the International Authoritation Memory and the International Authoritation and the International Authoritation and the International Authoritation Memory and Authoritation and Authoritation and Authoritation and Authoritation and Authoritation and Authoritation Memory and Authoritation and Authoritation Memory and Authoritation an
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If so, would you like a copy of any Consumer Report prepared on you?	are contract, the support way sould, interfaces contract hough account reviews applicitly by interpret sould represent sound reviews applicitly by interpret sould represent the sound reviews applicitly by an event sound represent applications applicati
Enter your Full Name (first, middle and last) in the box provided on the screen. (i.e. John D. Smith)	Laternately the time waves, was not exceed to the second SE denomena SE denomena SE for denomena SE
Enter Today's Date (i.e. mm/dd/yyyy)	angular as a values of the dataset and argument of the datasets and arguments in data for solutions of the product set of the dataset and argument of the datasets are associated and the solution of the dataset argument of
To proceed, click on the box containing the following statement: By typing my name and today's date, I state that I have read the Consumer Report Disclosure.	For them, the method wave includes a set of the se



Please answer <u>YES</u> or <u>NO</u> to the following questions:	
Have you ever pled guilty or been convicted of sexual abuse, physical abuse,	Archdiocese of St. Paul & Minneapolis
criminal sexual misconduct, other types of abuse, fraud, financial misconduct, or	Misconduct Questions
any other crime (except minor traffic offenses)?	Answers to all questions are required.
Has any civil or criminal complaint been made or investigation been conducted	Please answer <u>YES</u> or <u>NO</u> to the following questions:
because of allegations that you engaged in physical abuse, sexual abuse, sexual	1. Have you ever pled guilty or been convicted of sexual abuse, physical abuse, criminal sexual misconduct, other types of abuse, fraud, financial misconduct, or any other crime (except minor traffic offenses)?
harassment, sexual exploitation, fraud or financial misconduct?	2. Has any civil or criminal complaint been made or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual
Have you ever resigned from a job or been discharged by a previous employer for	exploitation, fraud or financial misconduct? Use Ves No 3. Have you ever resigned from a job or been discharged by a previous employer for reasons relating to allegations that you engaged in physical abuse, sexual barassmert,
reasons relating to allegations that you engaged in physical abuse, sexual abuse,	sexual exploitation, fraud or financial misconduct? O Yes O No
sexual harassment, sexual exploitation, fraud or financial misconduct?	4. Have you lived, worked or studied abroad for a total of 12 or more months in the previous 10 years? 🛛 Ves 🔍 No
Have you lived, worked or studied abroad for a total of 12 or more months in the	If you answer yes to any of these questions and you are an employee or volunteer at a school or parish, please see your employer or supervisor. If you are clergy or employed directly by the Archducese, please contact the Director of Ministerial Standards and Safe Environment at 551-291-4400.
previous 10 years?	Click Continue to proceed.
	Continue
If you answer yes to any of these questions and you are an employee or volunteer at a school or parish, please see your employer or supervisor. If you are clergy or employed directly by the Archdiocese, please contact the Director of Ministerial Standards and Safe Environment at 651-291-4400.	
Click <b>Continue</b> to proceed.	
To complete a Background Check, click on the designated link:	
Begin McDowell Agency Background Check.	Please complete your background check with NcDoxell Agency. By clicking on the link below, you will be directed to NcDoxell Agency's secure vetasite. Information that you provide will be used by the NcDoxell Agency to securely complete a background check, and if applicable, a credit and DMV check.
	Beain McDowell Agency Background Check
This link will direct you to McDowell Agency's secure website.	, begin michonen rigen y bekrigtoon unexit
	Type of the bound of the 10 court gave which are courted as that have a summarized
You will be forwarded to the McDowell Agency website	words - words
automatically in just a few seconds	Register (Contented) Contented Conte
To proceed with your Background Check, enter your Social	THE MCDOWELL AGENCY, INC
Security Number into the designated field.	The following information will be used only by the Background Screener. Please enter the following information:
Click <b>Submit</b> to proceed. The page will take a moment to load.	Social Security Number 111-11111
If you have not attended a VIRTUS Protecting God's Children	
Session, choose <u>NO</u> .	Have you already attended a VIRTUS Protecting God's Children Session?
	YES 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 sessions scheduled for the Archdiocese of St. Paul and Minneapolis (MN).	Predicting Cardy Children to Made     The Contrast Cardy Children
When you find the session you wish to attend, click in the circle next	O Menting Gen Chalten A Main 2000 E Jack Per Kender Kender Kender 2012 And An 100 Kender Biller Typinger Chalter 2010
to that date then click <b>Complete Registration</b> .	Landardon 19 19 Landardon 20 10 Landardon 20 10 Landardon 20 10
(If you chose YES during the previous step, <u>skip</u> this step.)	Mode The end of the stress in the rest of the stress of the end of the stress methods, such of the stress of th
If you chose YES, you will be presented with a list of all VIRTUS	
sessions conducted in the Archdiocese of St. Paul and Minneapolis.	Please select the session you attended
Choose the session you attended by clicking the downward arrow	Please select 💌
and highlighting the session then click Complete Registration	Complete registration
A message will appear on your screen, confirming completion of the	
VIRTUS registration process.	Thank you for completing the registration process. Thank you for registering for a Protecting God's Children session and with VIRTUS Online.
If you correctly entered your email address, you will receive an email	You, will receive an amal confirming your registration for the session you selected. After you attend your session, your account requires will be reviewed by your Constitute. You will be notified us are mine your VRTUS Dime account is acclusted.
confirming your registration.	a construction of the second se
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If you have questions about the registration process, please contact your parish or Catholic School Safe Environment Coordinator.	Under Precisionen Luise preser
Please click the "Go to VIRTUS Online" box so that you can complete the Mandatory Reporting and Code of Conduct Training.	



You are	e now in the "Toolbox" of your VIRTUS account. Click on:	Toolbox
"St. Paul-	Minn: Reporting Suspected Child Abuse 2015."	Toolbox
interact	ining is required for all employees as well as volunteers who with or vulnerable adults. The training must be completed starting as an employee or volunteer.	Maximum generating failed and the second
need to	ou click on the link, a new window should open. You may allow for pop-ups on the VIRTUS website (depending on owser and security settings).	individual virtUtS <sup>8</sup> VertUS Code VertUS
	e now in the "Reporting Suspected Child Abuse" Module. click the blue link:	Welcome to the "Reporting Surgected Child Aburus" Module brought to you by the office of the Chancellor for Cvil Affairs within the Archdocesie of Saint Paul & Minneepole. This referactive training module is designed to focus on a live key ports that will enhance your ability to protect children from sexual abuse and create safe environments.
CLICK HE	RE TO START	St. Paul-Minn: Reporting Suspected Child Abuse 2015
	ining module is divided into 5 lessons. For each lesson, the is designed as follows:	St. Paul-Minn: Reporting Suspected Child Abuse 2015 Lesson 1: Who must report?
1)	You will be asked a content question. For each question, select the answer you view as correct. Then click "Submit Answer."	According to Archdicesan policy, who must make a report if there is reason to believe that a minor or vulnerable adult is being or has been abused or neglected?  A) ○ Clergy B) ○ Volumeers C) ○ Employees D) ○ All of the above
		Submit Answer
2)	You will then see a screen that says " <b>Thank you.</b> We have recorded your answer" Please click on the Continue button at the bottom of the screen.	25. Paul-Minn: Reporting Subpected Child Abuse 2015 Lesses 1: Whe next report Lesses 1: Whe next report Lesses 1: The next report The less next The less ne
3)	Next you'll click through several screens of content that pertain to reporting suspected abuse. Please read through each screen, then click the "Next" button. When you reach the last screen of content, there will be a "Continue" button.	3 St. Paul-Minn: Reporting Suspected Child Abuse 2015 Lexes 1: Who must report? EXPORTING ABUSE Apprese values of indices and or Child's shoel who income or has report to being abused or neglected must report the above or neglect to proper cell authorities with 21 hour of hearing of the suspected abuse or neglect.
4)	After reviewing the content, you will be asked to review the question and answer from the <b>beginning of the lesson</b> . Please select the answer that you view as correct having read the content. An incorrect answer will require you to resubmit an answer until you correctly answer the question.	St. Paul-Minn: Reporting Suspected Child Abuse 2015         Lesson 1: Who must report?         Please review the question and select an answer based upon what you have learned. Then select "Submit Answer" to continue.         Accoding to Artholecase policy, who must make a report if there is reason to believe that a minor or vulnerable adult is being or has been abused or neglected?         A)       Clergty         I)       © Vulnerable         II)       © Vulnerable         III)       © Vulnerable         IIII)       © Submit Answer
5)	When you answer correctly, you'll proceed to a screen that says "Correct!" in green font. Then select "Continue" at the bottom to proceed to the next lesson of the training.	St. Paul-Minn: Reporting Suspected Child Abuse 2015 Lesson 1: Who must report? CORRECT! Clergy, Volunteers and Employees within the Archdocese of St. Paul & Minneapolis must make a report if there is a reasor CONTINUE>
6)	After proceeding through the 5 lessons, you will see a screen: "Thank you for completing the 'Reporting Suspected Child Abuse' Module. Click here to close this window." Please click the link to close the window.	6 Thank you for completing the "Reporting Suspected Child Abuse" Module. <u>CLICK HERE TO CLOSE THIS WINDOW</u>
	I then be directed to complete: reading the Code of Conduct, Code of Conduct training, and signing the Code of Conduct.	



Click on	the yellow link for "Code of Conduct." Proceed as follows:	Toolbox Toolbox
1)	Then select your role (Clergy, Church Personnel, Volunteer). Click the gray box for "Continue."	1 Archdory Royothy Training Andorby Royothy Training Andorby Royothy Training Andorby Royothy Training Code of Conduct Type Alf fields are regard. Are you clergy, church personnel or a volunteer Code Are you clergy @ church personnel or a volunteer @ clergy @ church personnel @ volunteer @ clergy @ church personnel @ clergy @ click Continue to proceed. @ continue
2)	Watch the 22-minute video on Code of Conduct Training.	2 Step 1: Watch the Video ARCH DIOCESE SAINT PAUL & MINNEAPOLIS United in Faith, Hope and Love
3)	Read the appropriate Code of Conduct for your role.	3 Step 2: Read the Code of Conduct <u>Control Control </u>
4)	Answer the 6 comprehension questions that pertain to the Code of Conduct.	4 Step 3: Answer the Questions The Codes of Conduct are designed to: (a) Protect the most vulnerable among us (b) Protect the adults and youth who serve our organizations (c) A and B (c) D) none of the above The goal(s) of the Codes are to:
5)	After answering the 6 questions, click "Continue" at the bottom of the screen.	Key elements for in-person interactions include:         A) Avoid being alone with a minor         B) Ensure that physical contact is public, appropriate and non-sexual (PAN)         C) Safeguard that two or more adults travel in a vehicle when transporting minor(s)         D) All of the above
6)	Then sign and date acknowledgement of the Code of Conduct. Click the gray box to "Acknowledge Code of Conduct" to complete the registration process.	6

You should now be redirected to your VIRTUS account page. The registration is complete. Please contact the Safe Environment Coordinator at your parish or Catholic School with any questions. Be sure to sign-in at the VIRTUS session you attend.

Your participation in the Enhanced Essential 3 will make our local Church a safe environment for all. Thank you for doing all that you can to protect God's children, particularly the most vulnerable among us!

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