

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 static carry page within your discuss Instance and a state of the state of the state And and a state of the state
Click <b>Continue</b> to proceed.	
Answer two (2) YES/NO questions.	fore your spaceties of a solidat under \$17           ○ \$6           □ Re           Bay to inform offer, washing on the constant with
Click <b>Continue</b> to proceed.	en el donne de manufaz d'ante en particular y o va o va i la i la Contraux
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 contravy un 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):           - Please select -       •         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 three years ago.
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.	(Annual)
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, employee or a voluntee?
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.	Q yes         O no           As clerge sequences         Sector work on a part of your practice 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>	_ yes _ ⊘ no Contrue
Click <b>Continue</b> to proceed.	
If you drive others as part of your position responsibilities, you are required to have a motor vehicle records background check.	Drivers License Information You are registed to large a matter while nearby models. These entry you driver's Kennes information before: SEGN ()
(Please enter your driver's license information, as requested on the screen).	Nurber
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.	Archdiocesse of St. Paul & Minneapolis Summary of Rights Under the Fair Gredit Reporting Act As an enginese and/or objective plane part and complete the form and provide to prove prepare of a generative state of the parties of and the Environment Constrained where you are to enjoy
<b>To</b> proceed, click on the box containing the following statement: I have downloaded and read the Summary of Rights Under the Fair Credit Reporting Act	Buemany, clifforth Links, the Fair Clinks, Reporting Ad These downloaded and read the Summary of Rights Under the Fair Clinks Reporting Ad.
Please read the Consumer Report Disclosure document.	Archdiocese of St. Paul & Minneapolis
Please answer <u>YES</u> or <u>NO</u> to the following questions:	Consumer responsibility of the consumer response of the constant of
Are you applying for employment in California, Minnesota, or Oklahoma?	available of control Marcy Audulics are endowment assume, mate and waves, maile of Jung wave Marcy and Marcy Mar Marcy Marcy M
If so, would you like a copy of any Consumer Report prepared on you?	constraints of a constraint on the constraints and a constraints of a constraint of a constraints of a constraint of a cons
Enter your Full Name (first, middle and last) in the box provided on the screen. ( <i>i.e. John D. Smith</i> )	Lationalized per la tena service, service de calestande la securite? Summer 32 y l'an ling to des la ten lo cales fluores (additionalistic) en la securite (additi
Enter Today's Date (i.e. mm/dd/yyyy)	another as a volume for the door-investigations, this duration does not a material through a constraint product and the set of the door investigation of the door investigati
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.	All tans dir, melle analy



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 because of allegations that you engaged in physical abuse, sexual abuse, nexus interface of a sexual due, physical abuse, fraud, financial misconduct, or any other time (encoder)         1. Hare you ever piel guily or been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual abuse, sexual abuse, nexus interface of a sexual abuse, nexus interface of a sexual abuse, nexus interface of a sexual abuse, nexus of a criminal conduct of a sexual abuse, sexual abuse, sexual abuse, sexual abuse, nexus interface of a sexual abuse, nexus of a criminal conduct of a sexual abuse, sexual abuse, sexual abuse, sexual abuse, sexual abuse, nexus interface of a sexual abuse, nexus of a criminal conduct of a sexual abuse, sexual abuse, sexual abuse, sexual abuse, nexus interface of a sexual abuse, nexus of a criminal conduct of a sexual abuse, a sexual abuse, sexual abuse, sexual abuse, nexus interface of a sexual abuse, and interconder.         1. Hare you ever piel guily or been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual abuse, nexus interface of a sexual abuse, sexual abuse, sexual abuse, sexual abuse, nexus interface of a sexual abuse, in the origination of a sexual abuse, in the origination abuse and intereface of a sexual abuse, in the origination abuse are o	
criminal sexual misconduct, other types of abuse, fraud, financial misconduct, or any other crime (except minor traffic offenses)? 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 exploitation, fraud or financial misconduct? Has any civil or criminal complaint been made or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, se	
any other crime (except minor traffic offenses)?  Has any civil or criminal complaint been made or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual have, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?  Asswers to all questions are required.  Please arose <u>TE</u> or <u>W</u> to the folosing questions:  I. Hare you everyled gifty of been concluded because of allegations that you engaged in physical abuse, sexual ab	
Has any civil or criminal complaint been made or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?       Please arose <u>rEs</u> or <u>B</u> () to the following questions:	
because of allegations that you engaged in physical abuse, sexual abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?	
harassment, sexual exploitation, fraud or financial misconduct?	except
exploitation, fraud or financial misconduct?	xual
Have you ever resigned from a job or been discharged by a previous employer for	sment
reasons relating to allegations that you engaged in physical abuse, sexual abuse,	
sexual harassment, sexual exploitation, fraud or financial misconduct?	
in you assume yets to any or mee questions and you are an employee or volumeer at a school or parsa, please see you employer or supervisor. In you are clergy or employe directly by the Archdiocese, please contact the Director of Ministerial Standards and Safe Environment at S51-291-4400.	yea
previous 10 years?	
Continue	
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 Continue to proceed.	
To complete a Background Check, click on the designated link:	
You will be forwarded to the McDowell Agency website	
automatically in just a few seconds	
Te pressed with your <b>Beakground Check</b> , optor your Secial	
To proceed with your Background Check, enter your Social	
Security Number into the designated field. The following information will be used only by the Background Screener.	
Click <b>Submit</b> to proceed. The page will take a moment to load.	
If you have not attended a VIRTUS Protecting God's Children Have you already attended a VIRTUS Protecting God's Children Session?	
Session, choose <u>NO</u> .	
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).	
When you find the session you wish to attend, click in the circle next	
to that date then click <b>Complete Registration</b> .	
(If you chose YES during the previous step, skip this step.)	
If you chose YES, you will be presented with a list of all VIRTUS	
sessions conducted in the Archdiocese of St. Paul and Minneapolis.	
Choose the session you attended by clicking the downward arrow	
and highlighting the session then click Complete Registration	
A message will appear on your screen, confirming completion of the	
VIKIUS registration process. Thank you for registration process. Thank you for registration process.	
If you correctly entered your email address, you will receive an email	
confirming your registration.	
If you have questions about the registration process, please contact your	
parish or Catholic School Safe Environment Coordinator.	
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
The trainteract	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.	Present/add         Content Training Modules           Management of Training Modules         Conten Training Modules
When y need to your bro	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).	Windt is VIRTLIG <sup>105</sup> / VIRTLIS Crabe     Due dist approximity       VIRTLIS Crabe     Assigned       VIRTLIS Crabe     Assigned       VIRTLIS Crabe     Constant Resources
You are Please	e now in the "Reporting Suspected Child Abuse" Module. click the blue link:	Weicome to the TRoporting Suspected Child Abuse" Module brought to you by the office of the Chancelor for Civil Affairs within the Archdocesie of Saint Paul & Minneepole. This interactive training module is designed to focus on a time key ponds that will enhance your ability to protect children them sexual abuse and create safe environments.
CLICK HE	RE TO START	St. Paul-Minn: Reporting Suspected Child Abuse 2015
The tree		
module	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 Archdocesan 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) ⓒ Volunteens 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.	22 23 24 24 24 24 24 24 24 24 24 24 24 24 24
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-Allinn: Reporting Suppected Child Abuse 2015 Lesson 1 Wen new report? REPORTING-ABUSE Agrow undarg or underweight is spatish or Calificie school who knows or has reason to believe that a more is being abused or neglected must report the abuse or neglect to proper civil authorities withe 24 hours of NextT>
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.         According to Actidaces an palky, 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         () © Vincefunces         () © Employees         () © Ad of the above
5)	When you answer correctly, you'll proceed to a screen that says " <b>Correct!</b> " in green font. Then select "Continue" at the bottom to proceed to the next lesson of the training.	51. Paul-Minn: Reporting Suspected Child Abuse 2015 Lesson 1: Who must report? CORRECT! Clergy, Volunteers and Employees within the Archdiocese 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>
You wil viewing	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
1)	Then select your role (Clergy, Church Personnel, Volunteer). Click the gray box for "Continue."	1 Archdior, Riporting Triang Andedory, Riporting Triang Andedory, Riporting Triang Andedory, Riporting Triang Andedory, Riporting Triang Code of Conduct Type All fields are regarded All fields are regarded All fields are regarded Are you clergy, church personnel of a volunteer Code Ander Statting Andedory, Statting Code of Conduct Type Click Continue to proceed. Code of Continue Code of Conduct Type Click Continue to proceed. Code of Continue C
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 Conduction Condu
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: <ul> <li>A) Protect the most vulnerable among us</li> <li>B) Protect the adults and youth who serve our organizations</li> <li>C) A and B</li> <li>D) none of the above</li> </ul> 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 Code of Conduct

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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