THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

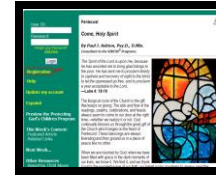# VIRTUS*Online*™

Registration Instructions

Before <u>or</u> **after** attending a <u>live</u> session of **Protecting God's Children**, all participants **must** register with **VIRTUS Online.**

Go to http://www.virtusonline.org

On the left side of the screen, click the yellow link labeled **Registration,** to begin registration.

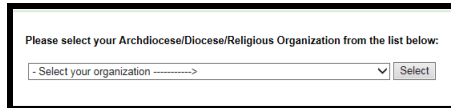**To** proceed, click on **Begin the registration process.**

*(If you do not know which session you wish to attend, select **View a list of sessions**.)*

Choose the name of your organization:
St. Paul and Minneapolis (MN), Archdiocese from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is highlighted, click **Select**.

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization -----------> ☐ [Select]

Create a user ID and a password you can easily remember. 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 user names.
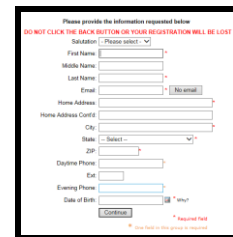
Click **Continue** to proceed.

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.)
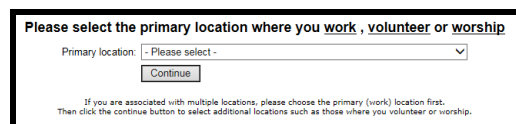
Click **Continue** to proceed.

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 VIRTUS 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.
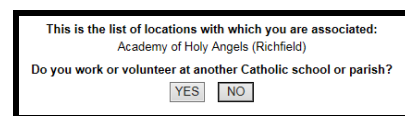
Click **Continue** to proceed.
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)

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

Select **YES**, if you need to add secondary/additional locations.
(Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

Select the role(s) that you serve within the Archdiocese and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)
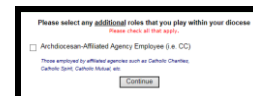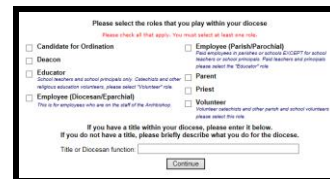
Please check **all** roles that apply.

Additionally, **enter** your title in the box provided [which best describes your role(s)] -- ie. Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Pastor, Room Mom, Seminarian, etc).

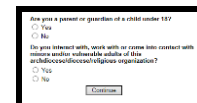Click **Continue** to proceed to the next screen.

Please select any **additional** roles that may apply.

Click **Continue** to proceed.

Answer two (2) YES/NO questions.
Click **Continue** to proceed.

Please answer **YES** or **NO** 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 *within the past three (3) years*?

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):

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.

Please answer **YES** or **NO** to the following questions:

Are you a clergy, employee or a volunteer?

As clergy, employee and/or volunteer, do you drive others as a part of your position responsibilities?

As clergy, employee, and/or volunteer, will you be responsible for handling $250 or more as part of your position responsibilities?

Click **Continue** to proceed.

If you drive others as part of your position responsibilities, you are required to have a motor vehicle records background check.

(Please enter your driver's license information, as requested on the screen).

Click **Continue** to proceed.

Archdiocese of St. Paul & Minneapolis Code of Conduct.
The Archdiocese is currently revising the Code of Conduct. When the Code is finalized, you will be notified so that you may return to the VIRTUS site in order to complete this component of the Essential 3.

Click **Continue** to proceed.

If it appears on your registration screen, please complete the **Archdiocese of St. Paul & Minneapolis Mandatory Reporting Training**.

Download the Mandatory Reporting Training document, by clicking the **PPT** icon. Once review is complete, close the document screen, then answer the questions. Click **Continue** to proceed.

Review the correct answers to the Mandatory Reporting Training Quiz.

Click **Continue** to proceed.

As an employee and/or volunteer, please print and complete the **Form B: 123B.03 Informed Consent** form, then provide to your employer or supervisor, or the parish or school Safe Environment Coordinator where you will be serving.

As an employee and/or volunteer, please download and read the **Tennessen Warning** document, explaining your rights regarding collection of personal data.

Enter your Full Name (first, middle and last) in the box provided on the screen. *(ie. John D. Smith)*

Enter Today's Date *(ie. mm/dd/yyyy)*

To proceed, click on the box containing the following statement:
By typing my name and today's date, I state that I have read and understand the above information regarding my rights as a subject of government data.

As an employee and/or volunteer, please print and complete the **Summary of Rights Under the Fair Credit Reporting Act Consent** form, then provide to your employer or supervisor, or the parish or school Safe Environment Coordinator where you will be serving.

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

Please read the **Consumer Report Disclosure** document.

Please answer **YES** or **NO** to the following questions:

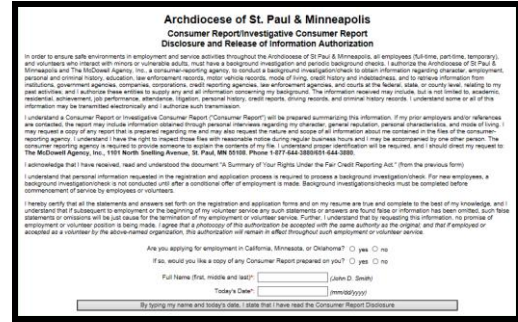Are you applying for employment in California, Minnesota, or Oklahoma?

If so, would you like a copy of any Consumer Report prepared on you?

Enter your Full Name (first, middle and last) in the box provided on the screen. *(ie. John D. Smith)*

Enter Today's Date *(ie. mm/dd/yyyy)*

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.

If you are a new employee, please print and complete the **Previous Employer Background Information Release** form and provide to your employer.

If you are a Catholic school teacher, please print and complete the **Teacher Discipline Inquiry System Search Verification** form and provide to your employer.

To proceed, click on the box containing the following statement:
I have downloaded and read the Release and Teacher Search forms if required and will provide to my employer.

Please answer **YES** or **NO** to the following questions:
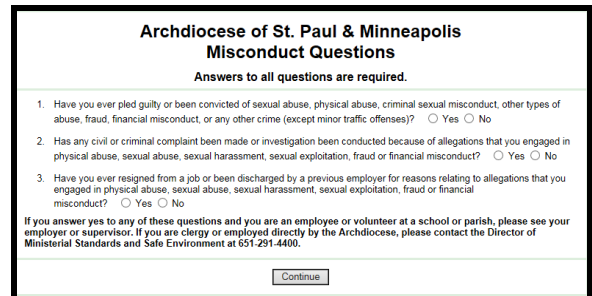
Have you ever pled guilty or been convicted of sexual abuse, physical abuse, criminal sexual misconduct, other types of abuse, fraud, financial misconduct, or any other crime (except minor traffic offenses)?

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?

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 abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?

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.
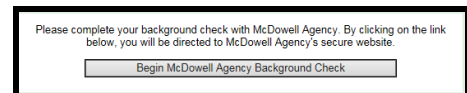
Click **Continue** to proceed.

To complete a **Background Check,** click on the designated **link:**
Begin McDowell Agency Background Check.

This link will direct you to McDowell Agency's secure website.

You will be forwarded to the McDowell Agency website automatically in just a few seconds…

To proceed with your **Background Check**, enter the requested information into the designated field.

Click **Submit** to proceed.

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

Otherwise choose **YES**.

If you chose **NO** 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 **Complete Registration**.
(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 **VIRTUS** 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 the VIRTUS Help Desk at 1-888-847-8870.