THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS *Online*™

Please 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=37697

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 New Orleans - Archdiocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

→ Begin the registration process.

→ View a list of sessions.
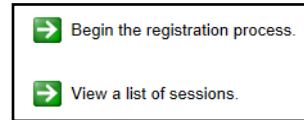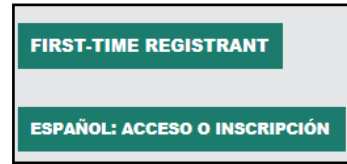
Please select your Archdiocese/Diocese/Religious Organization from the list below:
- Select your organization ----------->   [Select]

Create a User ID and 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 usernames.

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Click **Continue** to proceed.

ARCHDIOCESE OF **NEW ORLEANS**

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID: [_____]
Create a Password: [_____]

[Continue]

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 8 characters long.

Important note about selecting passwords

Provide **all** the information requested on the screen.
Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, Gender, and any Additional Names.

(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.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation - Please select -
First Name: [_____] *
Full Middle Name: [_____]
Last Name: [_____] *
Nickname: [_____]
Suffix - Please select if applicable -
Email: [_____] *
Home Address: [_____] *
Home Address Cont'd: [_____]
City: [_____] *
State: -- Select -- *
ZIP: [_____] *
Daytime Phone: [_____] *
Ext: [_____]
Evening Phone: [_____] *
Gender: -- Select -- *

List any additional names (maiden, married or aliases)
	first name	last name
Name 1		
Name 2		
Name 3		

[Continue]

Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Please select THE PRIMARY location where you (will/do) work or volunteer.

Location: - Please select -

[Continue]

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.

Select **Continue** to proceed.

Please answer the questions presented.

Select **Continue** to proceed.

Please review the following documents and respond:

> ➢ **Policy Concerning Abuse or Neglect of Minors**

To proceed and acknowledge each document, please **Confirm** by clicking on: I have downloaded, read, understand, and abide by this document." and enter your full name and today's date.

Click on **Continue**.

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS *Online*™

Please review the following documents and respond:

➤ **Principles of Ethics and Integrity in Ministry**

To proceed and acknowledge each document, please **Confirm** by clicking on: I have downloaded, read, understand, and abide by this document." and enter your full name and today's date.

Click on **Continue**.

Archdiocese of New Orleans
Principles of Ethics and Integrity in Ministry

PRINCIPLES OF ETHICS AND INTEGRITY IN MINISTRY:
CODE OF ETHICS

July 1, 2021

Problems viewing PDF? Download
☐ I have downloaded, read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.
Full Name (first, middle and last)*: [   ] *(John D. Smith)*
Today's Date*: [   ] *(mm/dd/yyyy)*
[Continue]

Please review the following documents and respond:

➤ **Technology Policy For Pastoral Work with Young People**

To proceed and acknowledge each document, please **Confirm** by clicking on: I have downloaded, read, understand, and abide by this document." and enter your full name and today's date.

Click on **Continue**.

Archdiocese of New Orleans
Technology Policy For Pastoral Work with Young People

| 1 | of 7 | 🔍 | — | + | ··· | 📌 |

Technology Policy for Pastoral Work with Young People

**Technology Policy
For Pastoral Work with
Young People**

Problems viewing PDF? Download
☐ I have downloaded, read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.
Full Name (first, middle and last)*: [   ] *(John D. Smith)*
Today's Date*: [   ] *(mm/dd/yyyy)*
[Continue]

Please review the following documents and respond:

➢ **Background Screening Policy**

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

Click on **Continue**.

Archdiocese of New Orleans

Background Screening Policy

| 1 | of 2 | 🔍 | | — | + | ⋯ | | 📌 |

CRIMINAL BACKGROUND CHECK POLICY

July 1, 2021

It is the policy of the Archdiocese to promote an environment in which children and vulnerable adults who participate in the Church's ministry and services can expect to do so in safety and without fear, in an atmosphere of mutual trust and respect. Therefore, a criminal background check will be completed on all church personnel of the Archdiocese who have contact with minors or vulnerable adults.

Definitions:

- **"Adult"** (major) means any individual eighteen (18) years of age or older, this does not include vulnerable adults as defined in this policy.
- **"Minor"** is any individual under the age of eighteen (18). Students in high school over the age of 18 enrolled in youth programs of the archdiocese, including schools, are covered under the policies of the archdiocese as a minor.
- **"Church Personnel"** is any priest or deacon (cleric), seminarian, aspirant, deacon candidate, religious in formation, or lay faithful who serve the Archdiocese or its related entities in ministry to minors or vulnerable adults as either clergy, employees or volunteers.
- **"Vulnerable Adult"** is an individual 18 or older who is dependent on the care of others and who is ministered to by church personnel.
- **"Supervisor"** is a pastor of a parish, principal of a school, or the director of an archdiocesan office or related entity or their delegate responsible for the oversight of those individuals who serve in the Archdiocese.
- **"Contact with Minors"** or **"Vulnerable Adults"** includes any church personnel having the possibility of on-going, unsupervised contact with minors or vulnerable adults; any church personnel foreseen to have more than 8 hours contact with minors; any church personnel attending an over-night event

Problems viewing PDF? Download

☐ I have downloaded, read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last)*: [_____] *(John D. Smith)*
Today's Date*: [_____] *(mm/dd/yyyy)*

[Continue]

Please review the following questions and, if needed, provide an explanation.

Click on **Continue**.

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?
○ Yes
○ No

If yes, please explain

[   ]

Have you even been convicted or pled guilty or no contest to any criminal offense?
○ Yes
○ No

If yes, please explain

[   ]

Have you changed your last name in the past 5 years?
○ Yes
○ No

If yes, what was your previous last name?

[   ]

At any time during the past 5 years have you lived in a different state (within the United States) or do you currently live outside the state this Diocese is located in?
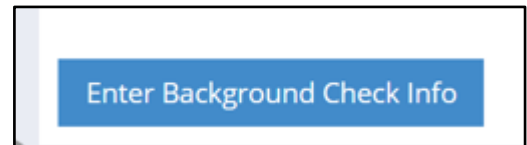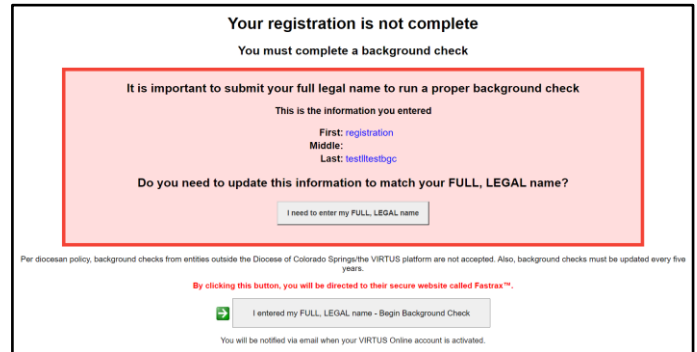○ Yes
○ No

If yes, in what state did you live?

[   ]

[Continue]

If presented with the background check screen, please review, and then click on **I entered my FULL, LEGAL name - Begin Background Check** on the screen to be directed to the Selection.com background check secure website, *FASTRAX*®.
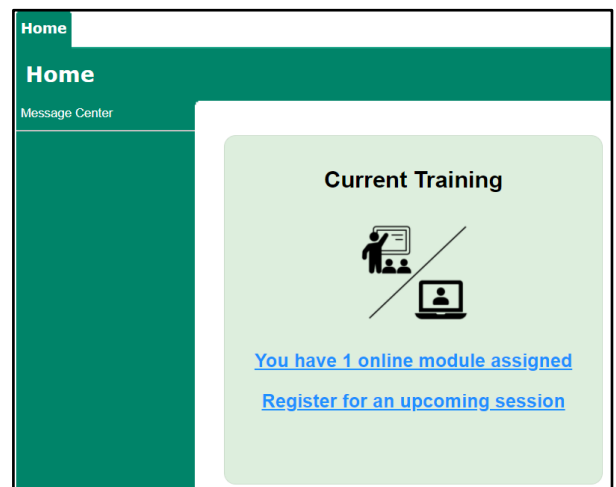
Within the secure website of FASTRAX®, please click on **Enter Background Check Info** to proceed.

Please complete the following 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.

To contact the background check provider with any issues within FASTRAX, please contact the Selection.com helpdesk at 800-325-3609.

Your registration is not complete

You must complete a background check

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: registration
Middle:
Last: testlltestbgc

Do you need to update this information to match your FULL, LEGAL name?

[I need to enter my FULL, LEGAL name]

Per diocesan policy, background checks from entities outside the Diocese of Colorado Springs/the VIRTUS platform are not accepted. Also, background checks must be updated every five years.

By clicking this button, you will be directed to their secure website called Fastrax™.

[I entered my FULL, LEGAL name - Begin Background Check]

You will be notified via email when your VIRTUS Online account is activated.

[**Enter Background Check Info**]

Please click on the link that state you have an online module assigned.

Home

Home

Message Center

Current Training

You have 1 online module assigned

Register for an upcoming session

Please click on 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.

Thank you for completing the registration process!

Online Training Modules

To begin your online training, please click the title of your assigned training:

✓ **Protecting God's Children® Online Awareness Session 3.0**
Assigned: 07/01/2021
Due: 07/15/2021

Other Languages Available (You may change versions)
Otros idiomas disponibles (puede cambiar versiones)

Protecting God's Children® for Adults 3.0 Full Videos (Closed Captions)
Protecting God's Children® for Adults 3.0 Full Videos_Spanish (Closed Captions)
Protecting God's Children® Online Awareness Session 3.0 (Spanish)
Protecting God's Children® Subtitled for Adults 3.0 Full Videos (Korean subtitles)
Protecting God's Children® Subtitled for Adults 3.0 Full Videos (Vietnamese subtitles)