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

Registration Instructions

Before completing the *Protecting God's Children* training Online, all participants <u>must</u> first register with VIRTUS Online.

Go to http://www.virtusonline.org
On the left side of the screen, click
First-Time Registrant, to begin registration.

To proceed, click on **Begin the registration process**.
We do not offer live training sessions.

From the dropdown menu, **Select, Tulsa, OK (Diocese)** as your organization.

Choose the "No" button to create a new account. If you have an account, STOP and notify your school or parish local administrator to give you access to your account.

Create a user ID (use a valid email) and a password you can easily remember. This establishes your account with the VIRTUS program. We suggest the use of email addresses as usernames so that announcements and renewal notices may be sent to you.
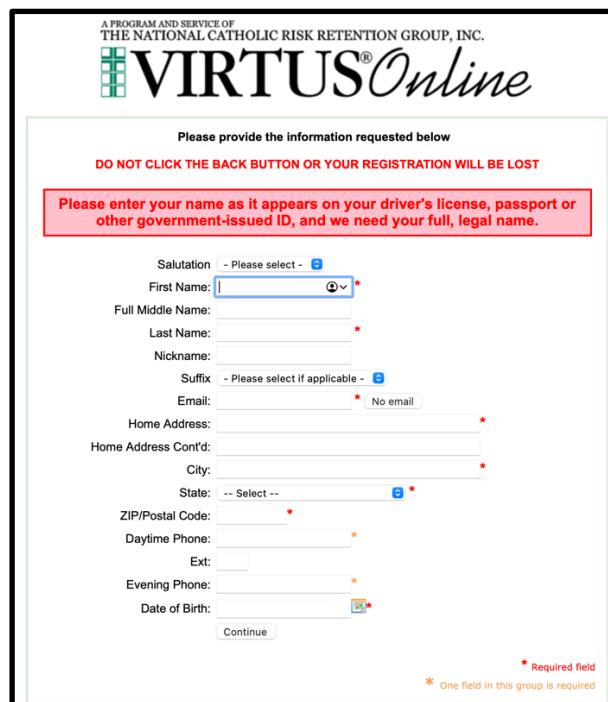
Click **Continue** to proceed.

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. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.
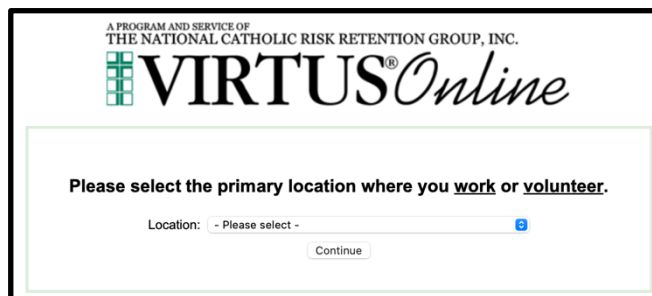
Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.
Note: This should be the location requesting your background check

Click **Continue** to proceed.
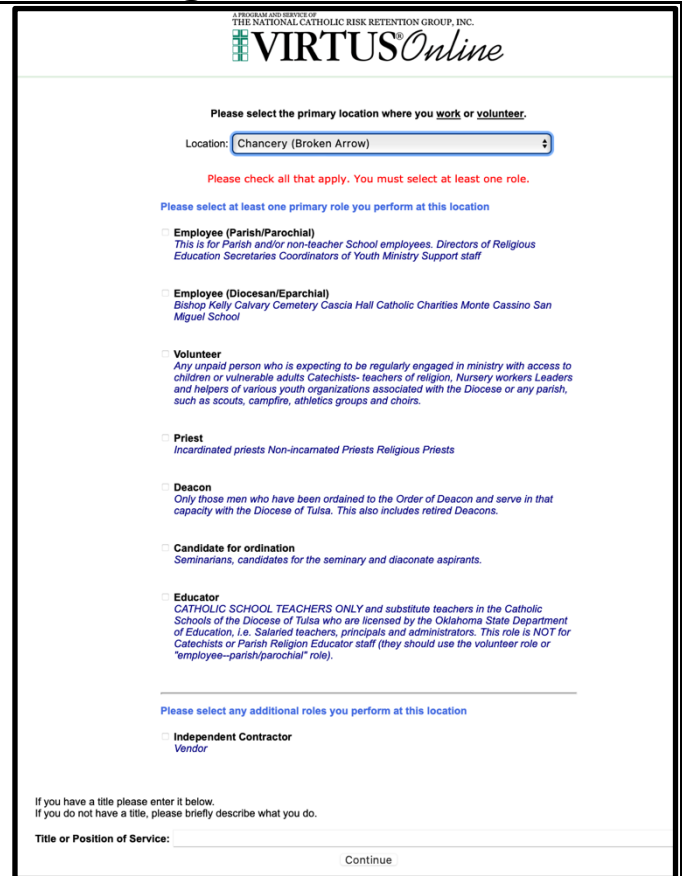
Select the role(s) that you serve within your diocese and/or parish. Please on select roles you are currently performing.

Select Educator ONLY if you are an OK Licensed Catholic School teacher.

Additionally, **enter your title or function** in the box provided [which best describes your role(s)] -- ie. Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc). Click **Continue** to proceed.
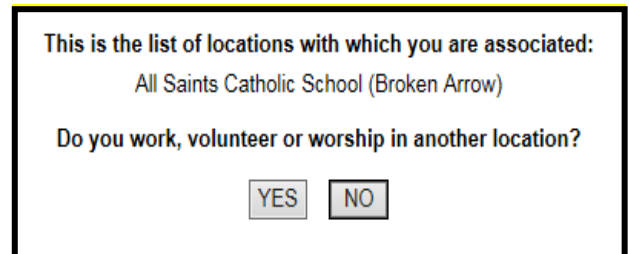
Your selected location is displayed on the screen.

Select YES, if you need to add secondary/additional locations.

(Follow instructions in previous step to select additional locations.)

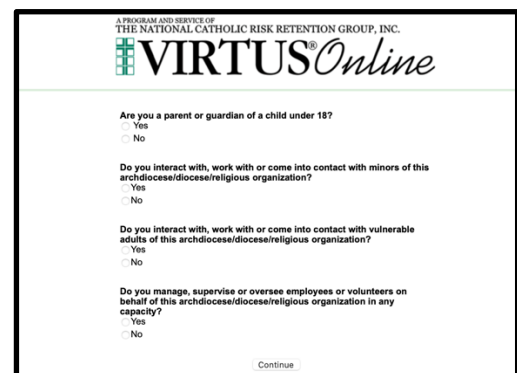**Otherwise**, if your list of locations is complete, **select NO.**

Answer the YES/NO questions.

Click **Continue** to proceed.
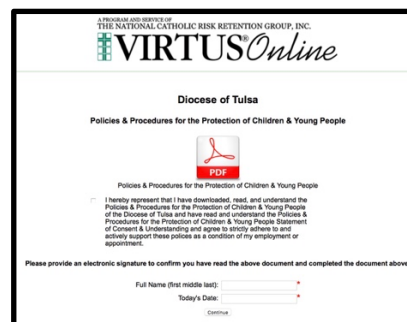
Please **review** Policies & Procedures for the Protection of Children & Young People.

Please **check the box**, indicating that you have read and understand the Policies & Procedures for the Protection of Children & Young People. **Type your name and date**. Click **Continue** to proceed

Please **review** Code of Ethics Agreement.

Please **check the box**, indicating that you have read and understand the Code of Ethics Agreement. **Type your name and date**. Click **Continue** to proceed.
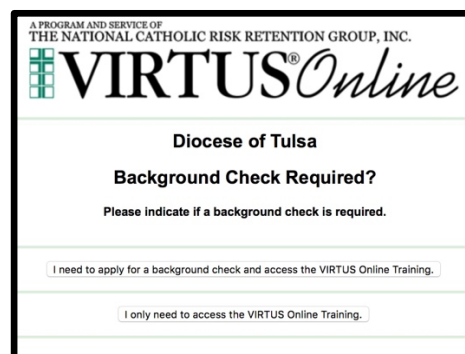
Select "I need to apply for a background check and access the VIRTUS Online Training"

Complete your background check prior to completing your training.

Do not bypass the background check or stop in process or you will need to ask your local administrator to prompt the background check again.
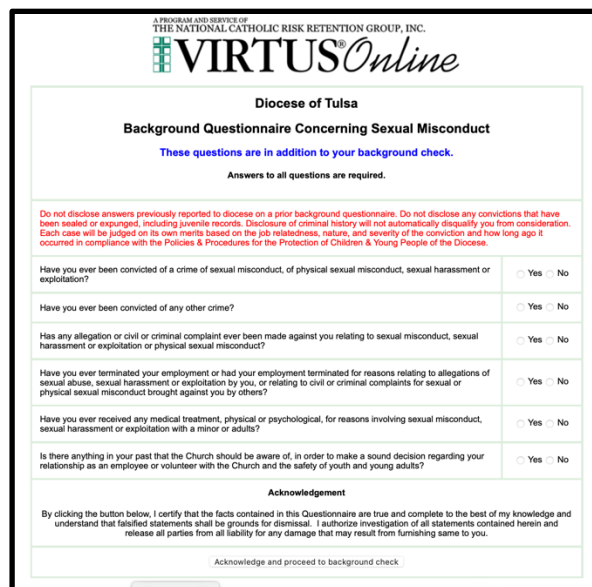
COMPLETE Background Check COMPLETELY

Please **review** and answer all questions of the *Diocese of Tulsa Background Questionnaire Concerning Sexual Misconduct*

Acknowledgement
By clicking the button below, I certify that the facts contained in this Questionnaire are true and complete to the best of my knowledge and understand that falsified statements shall be grounds for dismissal. I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing same to you.

To proceed, **click** on the box containing the following statement: **Acknowledge and proceed to background check.**

Registration Instructions

Even if you have attended a VIRTUS Protecting God's Children Session, **choose** NO.

You must complete a new training every 5 years.

Select the Online Training language you need, **click** in the appropriate circle for either English –or– Spanish.

Click Complete Registration to proceed.

You will see the Background check screen next.
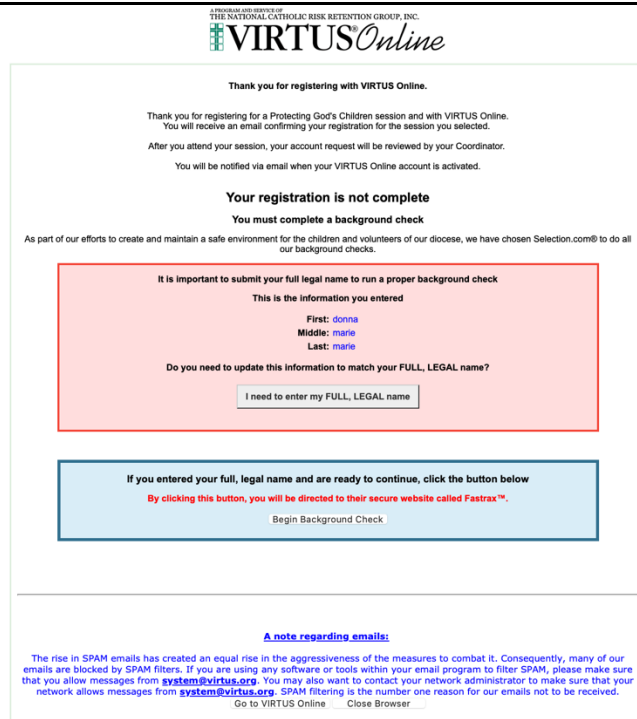

To complete a Background Check,

Verify your full legal name before proceeding. Update if needed.

Select Begin Background Check You must complete the background check all the way until submission.

You will not be able to return to the application if you stop at any point during it. You will need to call the location to reset the application if you do.

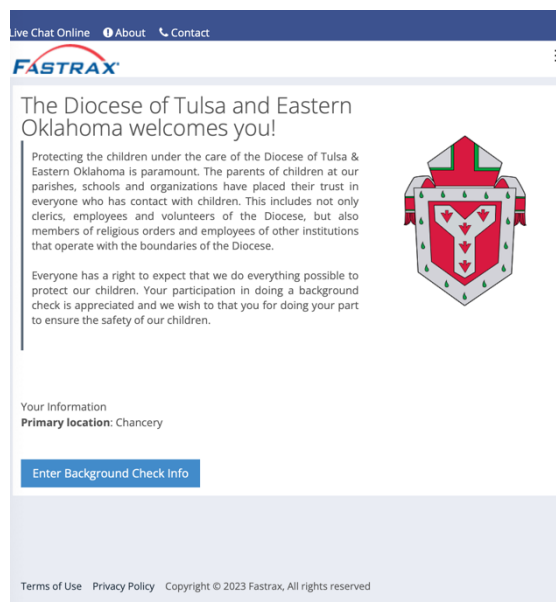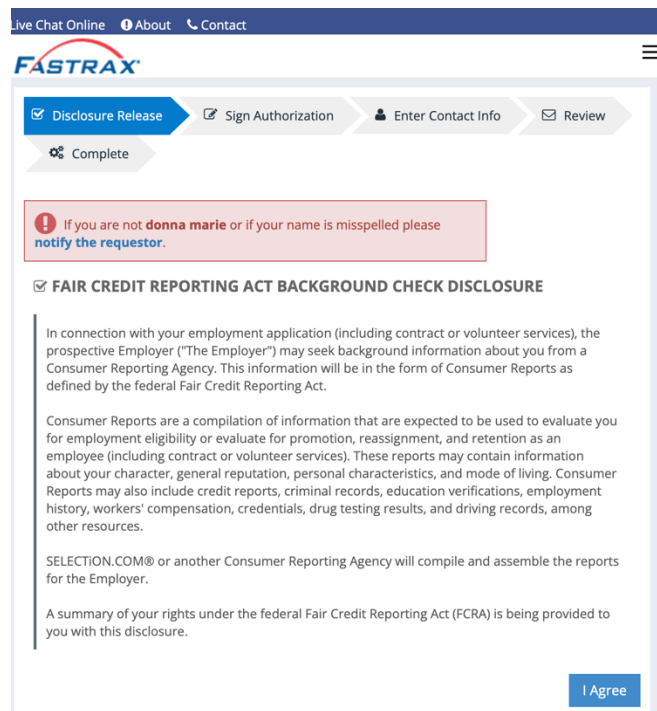This link will direct you to Selection.Com *FASTRAX* secure website.

When you are done with CYP requirements, make sure to allow emails from system@virtus.org.

Select, Enter Background Check Button to begin.

You will not be able to return to the application if you stop at any point during it. You will need to call the location to reset the application if you do.

Please **review** the Fair Credit Reporting Act Disclosure

Click I Agree to continue
Please review the application Authorization.

You will not be able to return to the application if you stop at any point during it. You will need to call the location to reset the application if you do.

Please **review** the Summary of your rights.

Click the Acknowledgement box, then the button Next to continue.

You will not be able to return to the application if you stop at any point during it. You will need to call the location to reset the application if you do.

Please review the application Authorization

Click I Accept box, then the button Next to continue.

You will not be able to return to the application if you stop at any point during it. You will need to call the location to reset the application if you do.

Select your current State of residence.

You will not be able to return to the application if you stop at any point during it. You will need to call the location to reset the application if you do.

To proceed with your Background Check, enter all requested applicant information into the designated fields.

You will not be able to return to the application if you stop at any point during it. You will need to call the location to reset the application if you do.

To proceed with your Background Check, enter all requested applicant information into the designated fields.

You will not be able to return to the application if you stop at any point during it. You will need to call the location to reset the application if you do.

Review all information on the screen for accuracy.

To **make corrections**, **click** Back.

Select the check box to receive a copy of your results emailed to you.

When information is verified, correct and complete, **click** on the red Submit Request button on the bottom of page.

Do not forget to return to the VIRTUS website to complete your training.

Select the blue link in the current training box.
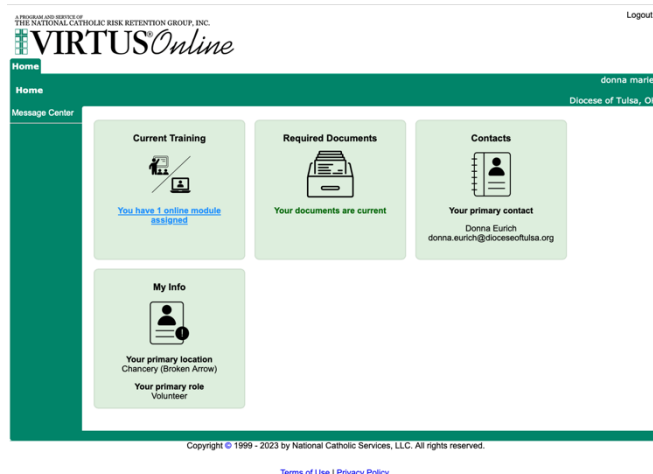
Return to VIRTUS Online and access your *Protecting God's Children* training.

Click on the green circle to begin the Online Training

If you have questions, please contact the local administrator at the Church or School.

Thank you!