

HOW TO: First-Time Registration and Training with VIRTUS Online

For 1st-time online VIRTUS registrants and trainees:

- Go to virtusonline.org.
- On the opening page, click **"FIRST-TIME REGISTRANT"**.
- Next page, click **"Begin the Registration Process"**.
- Next page, from the "Select Your Organization" drop-down menu, select **"Holy Protection of Mary Byzantine Catholic Eparchy of Phoenix"**.
- Next page, select **"No"** regarding any prior Virtus registrations.
- Next page, create a **User ID** and **Password** for yourself – something that will be easy for you to remember for future User Account access.
- Next page, enter your personal data: **name, address, email address, telephone # etc.**
- Next page, from the drop-menu, select the **name of your parish**.
- Next page, select which choice best fits your **"Primary Role"** from the list provided, then enter **your specific title in that role** in the box provided at the bottom of the page.
- Next page, answer **"Yes"** or **"No"** regarding any involvement you may have in other areas.
- Next page, answer **"Yes"** or **"No"** to the next four questions as they pertain to you.
- Next page, **acknowledge having read and understood the content of the Pastoral Code of Conduct Form** by entering your name and date at the bottom of the page.
- Next page, answer **"Yes"** or **"No"** as to whether you have previously trained with VIRTUS online.
- Next page, select the training module **"Protecting God's Children Online Awareness Session 3.0"**, which is available in either English or in Spanish.
- Next page, click on **"Protecting God's Children Online Awareness Session 3.0"**.

You may now begin the online training session which should take about 45 minutes to complete. Once you have finished, documentation of your completed session will appear in the VIRTUS database which the Safe Environment office monitors regularly. There is no need for you to do anything further, but please note that the VIRTUS site does give you the option of receiving a certificate of training completion which you may print out and retain for your own records if so desired.

HOW TO: Retraining with VIRTUS Online for Existing Registrants

Already registered and wish to retrain?

- If you have registered previously with VIRTUS and already have an existing User Account, simply log in to your account with your Username and Password, access and then retake the training module "Protecting God's Children Online Awareness Session 3.0."
- If you have **forgotten your password**, please email VIRTUS directly at: helpdesk@virtus.org, or call 888-847-8870 to request this information be sent to you.
- If you have **forgotten your username**, or if you encounter any other unforeseen difficulties navigating the VIRTUS site, please contact the Safe Environment Office for assistance: (602) 861-9778, ext. 205, or sbdcnkilroy@ephx.org.

How to Authorize a Background Screening Online

Please note:

- Background screenings, once authorized and completed, remain viable for 5 years before a screening renewal authorization is again necessary. **Please do not** authorize a background screening for yourself at any time unless you have been specifically asked to do so by the pastor, administrator, or Safe Environment program facilitator in your parish.
- If you encounter any difficulties whatsoever while completing the online authorization of your background screening, **please do not** attempt to repeat the process a second time but contact the Safe Environment Office: (602) 861-9778, ext. 205, or sbdcnkilroy@ephx.org.

To authorize your background screening:

- Go to **ephx.org**. (You will need to have your Social Security number handy.)
- On the opening page, in the white banner running across the top of the page, click on **“Office of Safe Environment.”**
- Next, **fill in your name and e-mail address**, then click **“continue.”**
- Next, click **“I agree” box to acknowledge Disclosure Release**, then click **“next.”**
- Next, click in box to **acknowledge Fair Credit Ratings Act statement**, then click **“next.”**
- Next, click in box to **accept Consumer Reports statement**, then click **“next.”**
- Next, select your **state of residence from drop-down menu**, click box to **confirm your selection of state of residence**, then click **“next.”**
- Next, enter your **SSN, name, address & all pertinent information**, then click **“next.”**
- Last page, **review applicant information for accuracy**, then click **“submit,”** which will complete our online background screening authorization.
- If you have encountered any difficulties whatsoever while completing the online authorization of your background screening, **please do not** attempt to repeat the process a second time but contact the Safe Environment Office: **(602) 861-9778, ext. 205, or sbdcnkilroy@ephx.org**.

Once you have authorized your screening and submitted it via the ephx website, there is nothing further you need to do. Completion of your screening generally takes 3 business days, after which time the results are made available electronically to the Eparchy of Phoenix for its records (and to you, via your email, if you have requested to receive a copy of your results as well).