

Archdiocese of Baltimore Nume Registration Instructions – Volunteers with Substantial Contact with Children

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

To register, click on the following link:

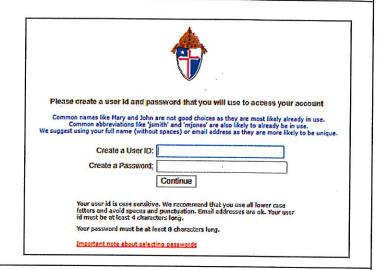
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37349

Click to begin the process.



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 user names.

Click Continue to proceed.

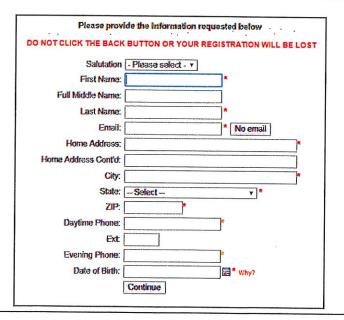


Provide <u>all</u> the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(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 Safe Environment Liaison 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.

\te: If you serve at multiple diocesan locations, you will be prompted to select lose additional locations in future screen(s).

Primary location:	- Please select -
	Continue
If you are then click to	essociated with multiple locations, please choose the primary (work) location first. The continue button to select additional locations such as those where you voluntee.

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Archdiocese of Baltimore Nolunteers <u>with</u> Substantial Contact with Children

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

Select <u>YES</u>, 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.

This is the list of locations with which you are associated:

Agnes School, St (Catonsville)

Do you work or volunteer in another location?

YES NO

Select the role(s) that you serve within the Archdiocese of Baltimore and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check all roles that apply.

Click Continue to proceed.

Please select the roles tha	t you play within your diocess	
Please check all that apply. Y	for must select at least one role.	
Condidate for Ordination/Seminarian This was h in their final preparation for Ordination to the Preschool	Priost Those original to the Prinsitted	
_ Dascon	, Religious Men and Women	
Those ordered as Descore in the Archdouses of Balmore Education Education	i Volunteer with Substantial Contact with Children User volunteers with Substantial Centact with Children fix not compensated for various mixing this risks in the Architecture of Estimone, school, parents or other alias that are worker the subplies of the Salaha of Estimone.	
Employed 8 Anyone employed by the Archicoses of Batterine, other than clergy or Faculty	1 Volunteer without Substantial Contact with Children User whother output Substantia Contact with Children in not compensated for various minimals rate in the Architecture of Ballimers. Enforce, purpose or other along that are	
13 Independent Contractor	under the euspices of the Sishop of Palitimore.	
if you have a title within you if you do not have a title, please brief	r diocese, please enter <mark>it b</mark> elow. By describe what you do for the diocese.	
Title or Diocesen function.		
Co	ntinua ,	

Are you employed full or part time by the Archdiocase of Baltinore or of its churches or schools?

O Yes O No

O Yes O No

Please answer the following two questions:

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore?

Click Continue to proceed.

Please answer the following three questions:

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

Have you been terminated from volunteer service or employment due to suspected child abuse?

Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

Have you ever had your solunteer services or simployment terminated by any parish, school or institution?

Viss 186

Have you been terminated from volunteer service or employment due to suspected child abuse?

Oves 186

Flave you ever been accused of physically, sexually or smootheadly abusing a child or have you ever been accused of engineering a child?

Viss 180

Oves 180

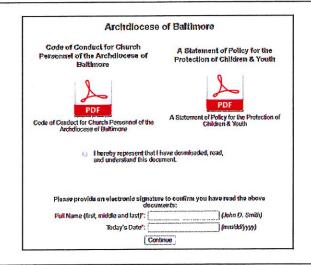
Click Continue to proceed.

Please review the following and respond to each of the following documents.

- Code of Conduct for Church Personnel of the Archdiocese of Baltimore
- A Statement of Policy for the Protection of Children and Youth

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read and understand the documents" and enter your full name and today's date.

Click on Continue.



THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

WITH VIRTUS Online

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

Archdiocese of Baltimore Nolunteers <u>with</u> Substantial Contact with Children

Please answer the ten questions presented to you. If you answer correctly, please proceed to the next.

If you receive an incorrect answer, please click on Try Again.

Click Continue to proceed.

Archdiocese of Baltimore
Policy Questions
Please answer ALL the questions presented

The Code of Conduct for Church Personnel applies only to employees of the Archdiocese.

SELECT AN ANSWER:

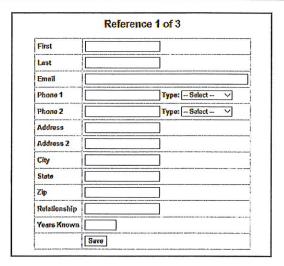
True

False

Submit

Please submit three references.

Click on Save to continue.



Please select the online session you wish to complete.

Click on Complete Registration to continue.

Please select the session you wish to altend

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

Complete Registration

Click on **Complete ESR Background Check** to be directed to the ESR background check secure website.

Thank you for completing the registration process.

You have registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account.

Please complete your background check with Employment Screening Resources (ESR).

By clicking on the link below, you will be directed to ESR's accura website.

Complete ESR Background Check

You will need to return to www.virtus.org if you log out prior to completing the online training session and re-enter your user id and password.

Go to VIRTUS Online: Class Browser

Please complete the steps within the background check process, which you will need your Social Security Number or International ID number and your current and prior full residential addresses for the nast seven year where you lived, worked, or studied.

Once you close the ESRCheck screen, you will be taken automatically to the online training course.

ESRCheck Applicant

English Españ

Welcome to the ESRCheck Applicant Portal.



Archdiocese of Baltimore Nime Registration Instructions – Volunteers <u>with</u> Substantial Contact with Children

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.

Online Training Modules

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

Protecting God's Children® Online Maltreatment Awareness Session 3.2_Baltimore Assigned: 11/21/2018

Due: 12/07/2018

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. Thank you!

APROGRAMAND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS Online