Archdiocese of Baltimore Registration Instructions
Volunteer without Substantial Contact with Children

Before completing **Protecting God's Children** training online, all participants **must** 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.

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 <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.

Please provide the information requested below

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

Salutation	- Please select - ▼
First Name:	[ ] *
Full Middle Name:	[ ]
Last Name:	[ ] *
Email:	[ ] * [No email]
Home Address:	[ ] *
Home Address Cont'd:	[ ]
City:	[ ] *
State:	-- Select -- ▼ *
ZIP:	[ ] *
Daytime Phone:	[ ] *
Ext:	[ ]
Evening Phone:	[ ] *
Date of Birth:	[ ] 📅 * Why?
	[Continue]

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).*

Please select the primary location where you <u>work</u> or <u>volunteer</u>.

Primary location: [- Please select - ▼]

[Continue]

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.

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**

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

Apostleship of the Sea (Baltimore)

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 that you play within your diocese

Please check all that apply. You must select at least one role.

☐ **Candidate for the Deaconate/Seminarian**
This user is in their final preparation for Ordination to the Priesthood.

☐ **Deacon**
Those ordained as Deacons in the Archdiocese of Baltimore.

☐ **Educator**
Teachers, Principals, Administrators, Vice Principals. This category does NOT include catechists, teacher aides, or school support staff (secretaries, business managers etc.)

☐ **Employee**
Anyone employed by the Archdiocese of Baltimore, other than clergy or Faculty.

☐ **Independent Contractor**

☐ **Priest**
Those ordained to the Priesthood.

☐ **Religious Brothers and Sisters**

☐ **Volunteer with Substantial Contact with Children**
User volunteers with Substantial Contact with Children (is not compensated) for various ministerial roles in the Archdiocese of Baltimore; schools, parishes or other sites that are under the auspices of the Bishop of Baltimore.

☑ **Volunteer without Substantial Contact with Children**
User volunteers without Substantial Contact with Children (is not compensated) for various ministerial roles in the Archdiocese of Baltimore; schools, parishes or other sites that are under the auspices of the Bishop of Baltimore.

**If you have a title within your diocese please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.**

Title or Diocesan function: [   ]

| Continue |

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.

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

◉ Yes ◯ No

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?

◯ Yes ◯ No

| Continue |

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?

Click **Continue** to proceed.

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

◌ Yes ◌ No

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

◌ Yes ◌ No

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

◌ Yes ◌ No

[continue]

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**.

Archdiocese of Baltimore

Code of Conduct for Church Personnel of the Archdiocese of Baltimore

A Statement of Policy for the Protection of Children & Youth

Code of Conduct for Church Personnel of the Archdiocese of Baltimore

A Statement of Policy for the Protection of Children & Youth

☐ I hereby represent that I have downloaded, read, and understand this document.

Please provide an electronic signature to confirm you have read the above documents:

Full Name (first, middle and last)*: [   ] *(John D. Smith)*

Today's Date*: [   ] *(mm/dd/yyyy)*

[Continue]

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]

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

> **Thank you for completing the registration process.**
>
> You have registered with VIRTUS Online.
>
> | Go to VIRTUS Online | | Close Browser |

If required to complete a background check, you will be led to click on **Complete ESR Background Check** to be directed to the ESR background check secure website. Please proceed.

> **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 secure 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 | | Close 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 past 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* Portal
>
> **English Español**
>
> # Welcome to the ESRCheck Applicant Portal.

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 Courses

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: 02/02/2018
   Due: 02/16/2018

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. If you have questions regarding your background check submission, please contact Selection.com at 800-325-3609. Thank you!