# Archdiocese of Baltimore Registration Instructions Volunteer without 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:

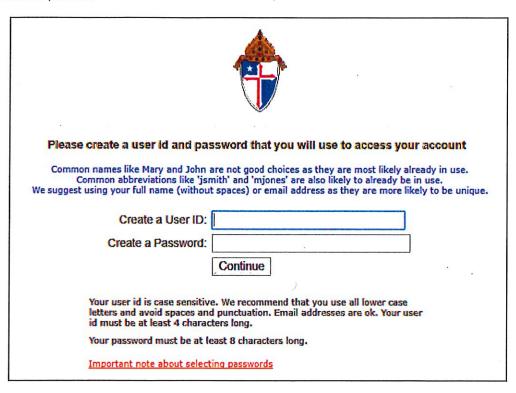
https://www.virtusonline.org/virtus/reg\_2.cfm?theme=0&org=37349

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.

Please provi	ide the information requested below
DO NOT CLICK THE BACK	BUTTON OR YOUR REGISTRATION WILL BE LOST
Salutation	- Please select - v
First Name:	*
Full Middle Name:	·
Last Name:	*
Email:	* No email
Home Address:	*
Home Address Cont'd:	
City:	*
State:	Select v *
ZIP:	*
Daytime Phone:	*
Ext:	
Evening Phone:	jt.
Date of Birth:	<b>Ⅲ</b> * 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).* 

Primary location:	- Please select -	7
	Continue	

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:

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.	Priest Those ordained to the Priesthood.							
Deacon Those ordained as Deacons in the Archdiocese of Balkimore.	Religious Brothers and Sisters							
[] Educator Teachers, Principals, Administrators, Vice Principals, This category does NOT include catechists, teacher aides, or school support staff (secretaries, business managers etc.)	Volunteer with Substantial Contact with Children  User volunteers with Substantial Contact with Children (is not compensated) for various ministerial roles in the Archdiocese of Balkimore; schools, parishes or other sites that are under the auspices of the Bishop of Balkimore.							
Employee Anyone employed by the Archdiocese of Baltimore, other than clergy or Faculty.	Volunteer without Substantial Contact with Children User volunteers without Substantial Contact with Children (is not compensated) for various							
☐ Independent Contractor	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?

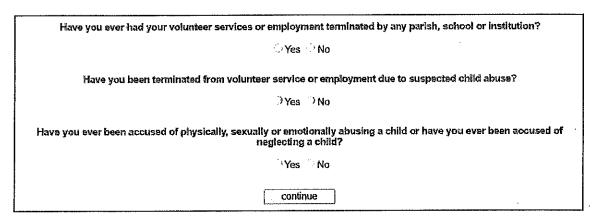
Click Continue to proceed.

	Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?
	⊙ Yes ⊙ No
A driving record mployment or ve	d check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their olunteer 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.



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 A Statement of Policy for the Personnel of the Archdiocese of **Protection of Children & Youth Baltimore** A Statement of Policy for the Protection of Code of Conduct for Church Personnel of the Children & Youth Archdiocese of Baltimore 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.



**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!

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