

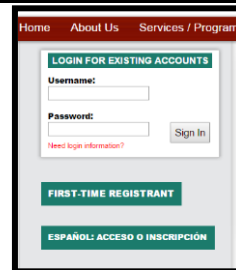
## Registration Instructions for New Users

If you have already attended a VIRTUS session, **please do not complete this registration process.** You will need to contact your parish or Catholic School Safe Environment Coordinator in order to gain access to your already existing VIRTUS account. If you did previously attend, you will need the “Guide for Current Employees & Volunteers.” Your local SE Coordinator can provide a copy of that guide for you.

**Before or after** attending a **live** session of **Protecting God’s Children**, all participants **must** register with **VIRTUS Online**. **Only do this if you have not already created a VIRTUS account.**

Go to <http://www.virtusonline.org>

On the left side of the screen, click the “First-Time Registrant.”



To proceed, click on **Begin the registration process.**

(If you do not know which session you wish to attend, select **View a list of sessions.**)



**Choose** the name of your organization:

**St. Paul and Minneapolis (MN), Archdiocese** from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is highlighted, click **Select**.

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization -----> [Select]

**Create** a user ID and a 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** 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 at Gmail, or any other free service. 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 of where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

*Note: If you work or volunteer at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).*

Please select the primary location where you work , volunteer or worship

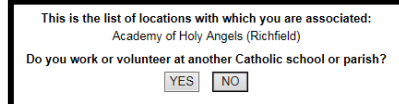
Primary location: - Please select - [Continue]

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 or worship.

**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**.



## Registration Instructions for New Users

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

Please check **all** roles that apply.

Additionally, **enter** your specific title or role in the box provided [which best describes your role(s)] -- i.e. Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Pastor, Room Mom, Seminarian, etc). **This will help your parish or Catholic School.**

Click **Continue** to proceed to the next screen.

Please select any **additional** roles that may apply. Only select "Volunteer Leadership" if you are serve as a Trustee, Parish Council, Finance Council, or School Board Member.

Click **Continue** to proceed.

Please select the roles that you play within your diocese. Please check all that apply. You may select multiple roles.

Candidate for Ordination  Employee (Parish/Pastoral)  
 Deacon  Educator in a school  Minister in a school  Parish  Parent  
 Educator (not in a school)  Catechist and other religious education roles  Volunteer  Priest  
 Employee (Diocesan/parishial)  Ministerial  Ministerial services and other parish and school activities

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 select any additional roles that you play within your diocese. Please check all that apply.

Archdiocesan-Affiliated Agency Employee (i.e. CC)

Those employed by affiliated agencies such as Catholic Charities, Catholic Care, Catholic Home, etc.

Continue

**Answer** two (2) YES/NO questions.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?  
 Yes  No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this Archdiocese/ministry/program or organization?  
 Yes  No

Continue

**Please answer YES or NO** to the following questions:

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese?

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese *within the past three (3) years*?

If you answered "Yes" to either question above, please indicate the location where you had a background check (by selecting that location from the dropdown list provided):

You must contact staff at the new location where you will be serving, to complete a form for sharing a background check report dated not more than two years ago.

Click **Continue** to proceed.

Archdiocese of St. Paul & Minneapolis

Thank you for your desire to serve in the Archdiocese of St. Paul & Minneapolis! In order to ensure best practices in the Archdiocese, you will now be directed to complete either an initial or renewal of the Code of Conduct, Background Check, and Safe Environment Training (VIRTUS). By completing these protocols and serving your community, you are making our ministries and environments a safer and more welcoming place for all the people we serve, especially our most vulnerable.

Please answer **YES** or **NO** to the following questions:

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese?  
 If you are uncertain whether you have completed a background check, please contact your parish or Catholic school Safe Environment Coordinator before proceeding.  
 Yes  No

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese within the past three (3) years?  
 Yes  No

If you answered "Yes" to either question above, please indicate the location where you had a background check (by selecting that location from the dropdown list provided):  
 - Please select -

You must contact staff at the new location where you will be serving to complete a form for sharing a background check report dated not more than three years ago.

Click Continue to proceed

Continue

**Please answer YES or NO** to the following questions:

Are you a priest, deacon, church personnel, volunteer leader (**only the roles of Trustee, Parish Council, Finance Council, School Board Member**) or a volunteer?

As clergy, employee and/or volunteer, do you drive others as a part of your position responsibilities? If unsure, please contact your supervisor or site coordinator.

As clergy, employee, and/or volunteer, will you be responsible for handling \$250 or more as part of your position responsibilities? *If unsure, please contact your supervisor or site coordinator.*

Click **Continue** to proceed.

Archdiocese of St. Paul & Minneapolis

Are you a clergy, employee or a volunteer?  
 clergy  employee  volunteer

As clergy, employee, and/or volunteer, do you drive others as a part of your position responsibilities?  
 yes  no

As clergy, employee, and/or volunteer, will you be responsible for handling \$250 or more as a part of your position responsibilities?  
 yes  no

Continue

If you drive others as part of your position responsibilities, you are required to have a motor vehicle records background check.

(Please enter your driver's license information, as requested on the screen).

Click **Continue** to proceed.

Drivers License Information

You are required to have a motor vehicle records background check. Please enter your driver's license information below:

State:

Number:

Continue

**As an employee and/or volunteer**, please print and complete the **Form B: 123B.03 Informed Consent** form, then provide to your employer or supervisor, or the parish or school Safe Environment Coordinator where you will be serving.

**As an employee and/or volunteer**, please download and read the **Tennessee Warning** document, explaining your rights regarding collection of personal data.

**Enter** your Full Name (first, middle and last) in the box provided on the screen. (i.e. John D. Smith)

**Enter** Today's Date (i.e. mm/dd/yyyy)

To proceed, click on the box containing the following statement:

**By typing my name and today's date, I state that I have read and understand the above information regarding my rights as a subject of government data.**

Archdiocese of St. Paul & Minneapolis

Background Check Rights

As an employee and/or volunteer: PLEASE PRINT AND COMPLETE THIS FORM and provide to your employer or supervisor, or the parish or school Safe Environment Coordinator where you will be serving.

Form B: 123B.03 Informed Consent

As an employee and/or volunteer, please download and read this document explaining your rights regarding collection of personal data.

Tennessee Warning

Enter your Full Name (first middle last) in the box provided on the screen. (i.e. John D. Smith):

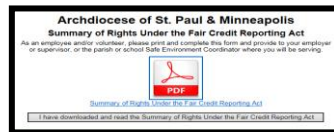
Enter Today's Date (ie mm/dd/yyyy):

To proceed, click on the box containing the following statement:  
 By typing my name and today's date, I state that I have read and understand the above information regarding my rights as a subject of government data.  
 By typing my name and today's date, I state that I have read and understand the above information regarding my rights as a subject of government data.

# Registration Instructions for New Users

As an employee and/or volunteer, please read the **Summary of Rights Under the Fair Credit Reporting Act Consent** form.

To proceed, click on the box containing the following statement:  
**I have downloaded and read the Summary of Rights Under the Fair Credit Reporting Act**



Please read the **Consumer Report Disclosure** document.

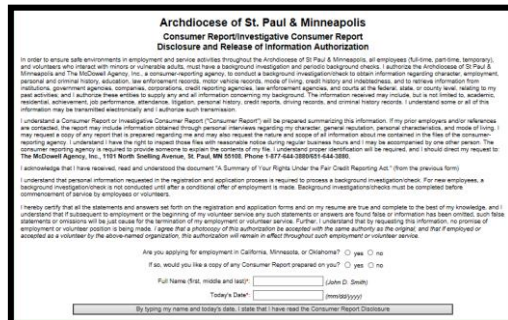
Please answer **YES** or **NO** to the following questions:

Are you applying for employment in California, Minnesota, or Oklahoma?  
 If so, would you like a copy of any Consumer Report prepared on you?

Enter your Full Name (first, middle and last) in the box provided on the screen. (i.e. John D. Smith)

Enter Today's Date (i.e. mm/dd/yyyy)

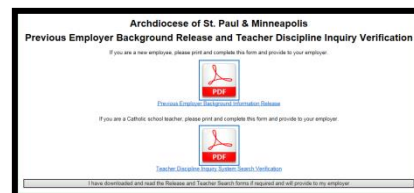
To proceed, click on the box containing the following statement:  
**By typing my name and today's date, I state that I have read the Consumer Report Disclosure.**



If you are a new employee, please print and complete the **Previous Employer Background Information Release** form and provide to your employer.

If you are a Catholic school teacher, please print and complete the **Teacher Discipline Inquiry System Search Verification** form and provide to your employer.

To proceed, click on the box containing the following statement:  
**I have downloaded and read the Release and Teacher Search forms if required and will provide to my employer.** If you are a volunteer or completing a background recheck, just click the gray box to continue.



Please answer **YES** or **NO** to the following questions:

Have you ever pled guilty or been convicted of sexual abuse, physical abuse, criminal sexual misconduct, other types of abuse, fraud, financial misconduct, or any other crime (except minor traffic offenses)?

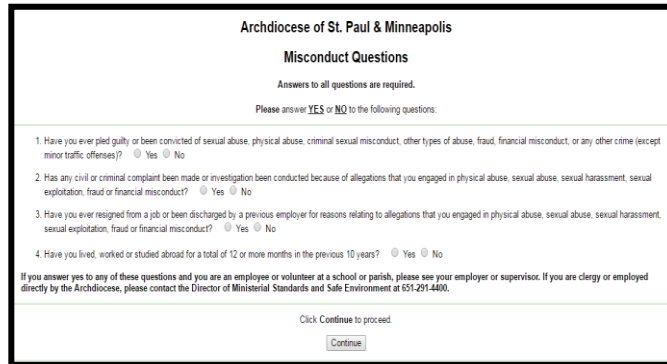
Has any civil or criminal complaint been made or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?

Have you ever resigned from a job or been discharged by a previous employer for reasons relating to allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?

Have you lived, worked or studied abroad for a total of 12 or more months in the previous 10 years?

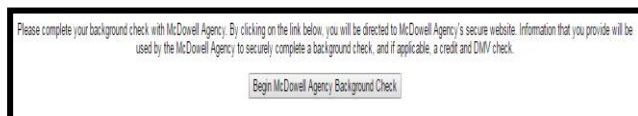
If you answer yes to any of these questions and you are an employee or volunteer at a school or parish, please see your employer or supervisor. If you are clergy or employed directly by the Archdiocese, please contact the Director of Ministerial Standards and Safe Environment at 651-291-4400.

Click **Continue** to proceed.



To complete a **Background Check**, click on the designated **link**:  
**[Begin McDowell Agency Background Check](#)**.

This **link** will direct you to McDowell Agency's secure website.



You will be forwarded to the McDowell Agency website automatically in just a few seconds...



To proceed with your **Background Check**, enter your Social Security Number into the designated field.

Click **Submit** to proceed. The page will take a moment to load.



## Registration Instructions for New Users

If you have **not** attended a **VIRTUS** Protecting God's Children Session, choose **NO**.

Otherwise choose **YES**.

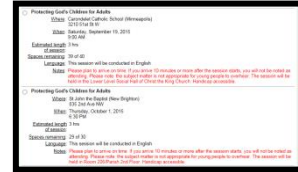
Have you already attended a VIRTUS Protecting God's Children Session?

YES NO

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** Protecting God's Children sessions scheduled for the **Archdiocese of St. Paul and Minneapolis (MN)**.

**When** you find the session you wish to attend, click in the circle next to that date -- then click **Complete Registration**.

(If you chose **YES** during the previous step, skip this step.)



If you chose **YES**, you will be presented with a list of all **VIRTUS** sessions conducted in the Archdiocese of St. Paul and Minneapolis. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**

Please select the session you attended

-- Please select --

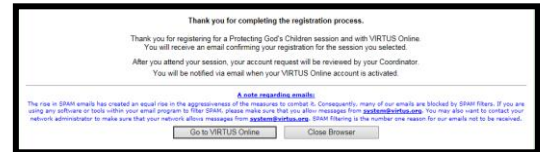
Complete registration

A message will appear on your screen, confirming completion of the **VIRTUS** registration process.

If you correctly entered your email address, you will receive an email confirming your registration.

If you have questions about the registration process, please contact your parish or Catholic School Safe Environment Coordinator.

**Please click the "Go to VIRTUS Online" box so that you can complete the Mandatory Reporting and Code of Conduct Training.**

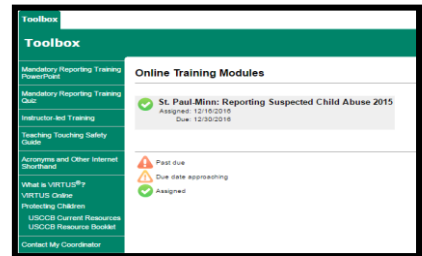


You are now in the "Toolbox" of your VIRTUS account. Click on:

"St. Paul-Minn: Reporting Suspected Child Abuse 2015."

The training is required for all employees as well as volunteers who interact with or vulnerable adults. The training must be completed prior to starting as an employee or volunteer.

When you click on the link, a new window should open. You may need to allow for pop-ups on the VIRTUS website (depending on your browser and security settings).



You are now in the "Reporting Suspected Child Abuse" Module. Please click the blue link:

CLICK HERE TO START



## Registration Instructions for New Users

The training module is divided into 5 lessons. For each lesson, the module is designed as follows:

- 1) You will be asked a content question. For each question, select the answer you view as correct. Then click “Submit Answer.”
- 2) You will then see a screen that says “Thank you. We have recorded your answer...” Please click on the Continue button at the bottom of the screen.
- 3) Next you’ll click through several screens of content that pertain to reporting suspected abuse. Please read through each screen, then click the “Next” button. When you reach the last screen of content, there will be a “Continue” button.
- 4) After reviewing the content, you will be asked to review the question and answer from the **beginning of the lesson**. Please select the answer that you view as correct having read the content. An incorrect answer will require you to resubmit an answer until you correctly answer the question.
- 5) When you answer correctly, you’ll proceed to a screen that says “Correct!” in green font. Then select “Continue” at the bottom to proceed to the next lesson of the training.
- 6) After proceeding through the 5 lessons, you will see a screen: “Thank you for completing the ‘Reporting Suspected Child Abuse’ Module. [Click here to close this window.](#)” Please click the link to close the window.

You will then be directed to complete: reading the Code of Conduct, viewing Code of Conduct training, and signing the Code of Conduct.

Click on the yellow link for “Code of Conduct.” Proceed as follows:

- 1) Then select your role (Clergy, Church Personnel, Volunteer). Click the gray box for “Continue.”
- 2) Watch the 22-minute video on Code of Conduct Training.

**1**

**2**

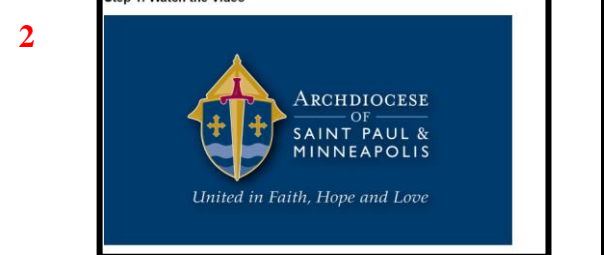
**3**

**4**

**5**

**6**

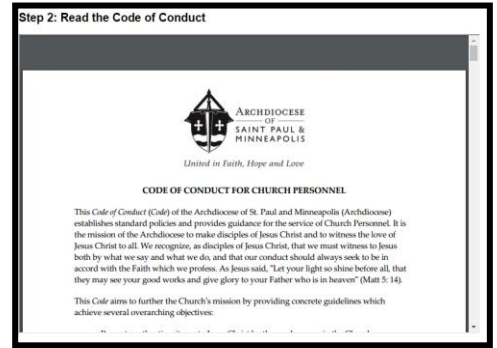
**1**



# Registration Instructions for New Users

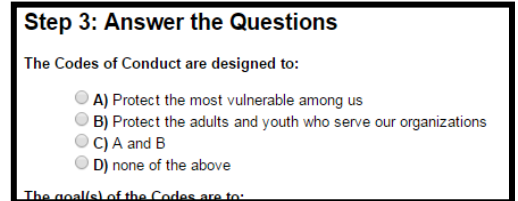
3) Read the appropriate Code of Conduct for your role.

3



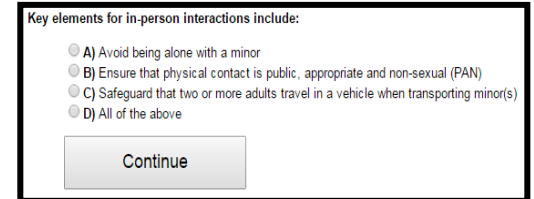
4) Answer the 6 comprehension questions that pertain to the Code of Conduct.

4



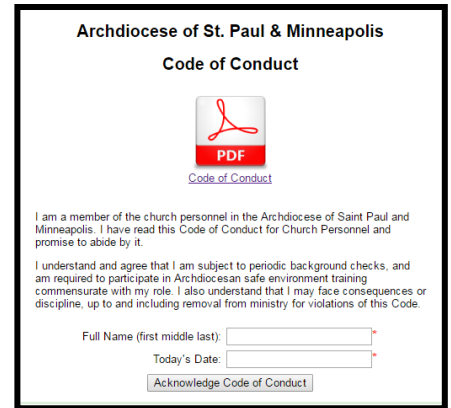
5) After answering the 6 questions, click "Continue" at the bottom of the screen.

5



6) Then sign and date acknowledgement of the Code of Conduct. Click the gray box to "Acknowledge Code of Conduct" to complete the registration process.

6



You should now be redirected to your VIRTUS account page. The registration is complete. Please contact the Safe Environment Coordinator at your parish or Catholic School with any questions. Be sure to sign-in at the VIRTUS session you attend.