Prior to the Employment or Volunteering (volunteering with duties with minors), and before attending a live session of Protecting God’s Children, all participants must register with VIRTUS Online.

Go to: https://www.dnu.org/safeenvironment/

Click on "Click here for new employee and new volunteer registration…” to begin the process.

Then, follow the screens through as directed! Note: Some screens may be different than these instructions because of the various positions.

To proceed, click on Start Registration.

You can view a list of sessions prior to starting the registration process. If there is not a session offered that will work for you, you still need to register. You will be able to log back in later to add or change the session choice.

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 in use, please choose another ID. We suggest the use of email addresses as user names. RETAIN this information to access your account in the future.

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, Last 4 digits SSN 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 VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

Select the PRIMARY location where you will work or where you will 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).

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

Please check all roles that apply.

You must tell us your position title: Catechist, Chaperone, Grade 4 Teacher, etc.

Click Continue to proceed.

Answer two (2) YES/NO questions.

Click Continue to proceed.

Please answer YES or NO to the following questions:

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this Diocese?

Do you manage, supervise or oversee employees or volunteers on behalf of the diocese in any capacity?

Click Continue to proceed.

Please answer YES or NO to the following question:

Have you ever previously been active in the VIRTUS system as a volunteer or employee within the Diocese of New Ulm?

Click Continue to proceed.

Please answer YES or NO to the following questions:

Are you an employee or volunteer?

As an employee or volunteer, are you working with cash, checks, or other negotiables? Follow the directions given to you by your parish regarding how to answer this question. A “Yes” will cost your parish additional money so you only want to answer “Yes” if the position requires this.

As an employee or volunteer, do you drive as a part of your responsibilities for the diocese, parish or school?

Click Continue to proceed.

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

Code of Conduct and Policy 13

To proceed, please enter your full name and today's date, and Confirm by clicking on “Acknowledge Policy 13 and Code of Conduct”

Please know the date MUST be the actual date and must be in the required format or you will not be able to proceed. People make this frequent error in entering the date incorrectly.
Policy 13 – Form B
To proceed, please Confirm by clicking on: “I have downloaded and read the form above and will provide to my employer or volunteer location.” Please then provide a copy to your employer or volunteer location.

Summary of Rights Under the Fair Credit Reporting Act
Consumer Report/Investigative Consumer Report
Disclosure and Release of Information Authorization

Please answer YES or NO to the following questions:
Since you are applying for employment in Minnesota, would you like a copy of any Consumer Report prepared on you? The Default answer is “No.”

Please enter your name and today’s date and Confirm to proceed. Again, be sure to enter the date correctly.

If you have not attended a VIRTUS Protecting God’s Children Session, choose NO.
Otherwise choose YES.

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 Diocese of New Ulm.
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 do not choose a session, you will be prompted an additional time; however, you can finish without choosing a session if you do not see one that works for you. You will be notified at the completion of registration to return to your new existing account to register for a session at a later time.

If you chose YES, you will be presented with a list of all VIRTUS sessions conducted in the Diocese of New Ulm as well as an option “Outside the Diocese.”
Choose the session you attended by clicking the downward arrow and highlighting the session -- then click Complete Registration.
There is a link on this last page for completing the background check process. For security reasons, the VIRTUS registration and the background process cannot be fully integrated.

Click on the blue print sentence to go to the ISP Integrated Screen Partners Site – you must finish this step at this time—you cannot automatically log back in to it later without additional assistance.

Steps at Background Check Company Site:

You will link to a secure site of the background check company to finalize the process (enter your social security number).

1. Click Button: Contact Information
2. Click Button: Review and Submit Information
3. Click Button: Place order

If you fail to link to this at this time and close out of the registration process, we will “force” a background check on your account. The next time you sign into your VIRTUS account the background check questions will be on your login page screen. We will notify you by email if we have forced an email on your account.

Thank you for completing the registration process.

Thank you for following through with each step of the VIRTUS registration screen and the background check process.

We welcome your application for employment/volunteering in the New Ulm Diocese.

Please file your VIRTUS user id and password for future use. Volunteers are required to complete an annual online training module and employees are required to complete quarterly online training modules. Email notices are sent to notify you so it is important to notify your local safe environment coordinator if your email address changes. You do not have the permissions to change information on your account personally.

Should you end your employment or volunteer position it is important to request your account to be inactivated. The account is only inactivated by your permission or by the parish/Catholic school request.