

Archdiocese of Chicago Registration Instructions

Before or after attending an instructor-led (live) session, all participants **must** register with **VIRTUS Online**.

To register, click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18958



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 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.

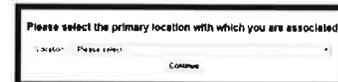
(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the **PRIMARY** location with which you are associated by clicking the downward arrow and highlighting the location.



Next select all the role(s) that you perform at this location

Please check **all** roles that apply.

Click **Continue** to proceed.

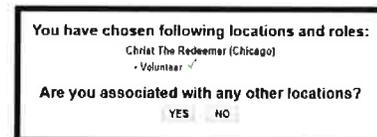
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



Your chosen location is displayed on the screen, along with the roles you selected.

Select **YES**, if you are associated with any additional locations.

Otherwise, if your list of locations is complete, select **NO**.

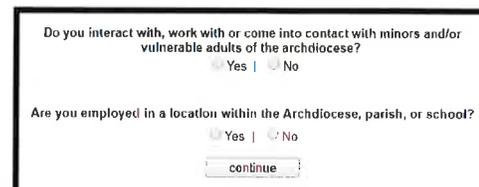


Please answer the following two questions.

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

Are you employed in a location within the Archdiocese, parish, or school?

Click **Continue** to proceed.



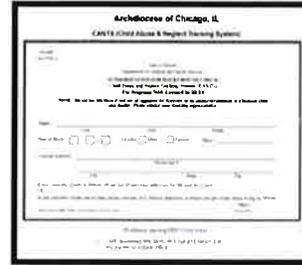
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Please review the following and respond:

➤ **CANTS (Child Abuse & Neglect Tracking System)**

To proceed, please **Confirm** by checking the box:

"I will download this form, fill it out and return it to my parish or school office".



Please review the following and respond:

➤ **Code of Conduct for Church Personnel**

To proceed, please **Confirm** by checking the box:

"I downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.



Click **Continue** to proceed.

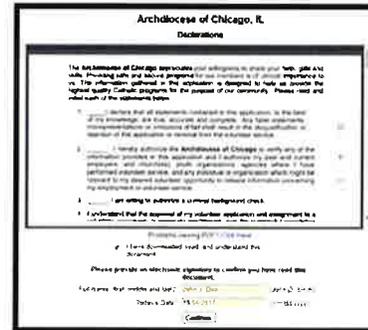
Please review the following and respond:

➤ **Declarations**

To proceed, please **Confirm** by checking the box:

"I have downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.



Click **Continue** to proceed.

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

Otherwise, choose **YES**.

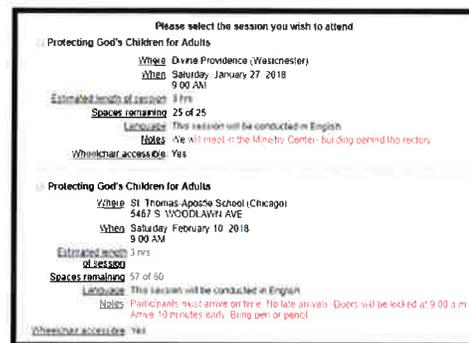


If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children instructor-led** sessions scheduled for the **Archdiocese of Chicago**.

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Archdiocese of Chicago**.)

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)



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Note:

If you serve in multiples roles in the Archdiocese, parish, or school, you may be presented with different registration screens than the ones that appear in the next several steps.

If so, you will be prompted to complete the appropriate screens, that relate to your corresponding roles.

NOTICE

Next screens shown may not be applicable to each registrant.

Proceed carefully to follow instructions to complete the appropriate screens as they appear on your individual registration screen.

You may be required to complete a background check.

If so, follow the instructions on the screen to proceed.

[Click here to complete your background check](#)

Thank you for registering with VIRTUS Online

Thank you for registering with VIRTUS Online. Your information is being verified and your account will be activated. Please click here to complete your background check.

You are not done!
You must complete a background check.

[Click here to complete your background check](#)

You are required to have a background check.

All of your information is prepared and ready to send to s2verify.

Please click the button when you are ready to submit your information: **Submit Background Check**

Background Check

You are required to have a background check. All of your information is prepared and ready to send to s2verify. Please click the button below when you are ready to submit your information.

[Submit Background Check](#)

Your registration is completed with the confirmation screen from s2verify. You may now close your screen.

After you attend the training session, you will receive an email of approval/account activation.

Thank you for completing the registration process!

Background Check

Your background check request was submitted successfully

If you are school personnel, clergy, DREs/CREs, catechist, youth ministers and coaches, the following screen will appear:

The following is a required training for school personnel, clergy, DREs/CREs, catechist, youth ministers and coaches:

Mandatory Reporter Training

[Please click here to register and for more information](#)

Thank you for registering with VIRTUS Online

Thank you for registering with VIRTUS Online. Your information is being verified and your account will be activated. Please click here to complete your background check.

After you attend your training, your account request will be activated by your Coordinator. This will be notified to email when your VIRTUS Online account is activated.

The following is a required training for school personnel, clergy, DREs/CREs, catechists, youth ministers and coaches:

Mandatory Reporter Training

This training is mandatory for all school personnel, clergy, DREs/CREs, catechists, youth ministers and coaches. Please click here to register and for more information.

Please review the following document:

➤ **Mandated Reporter Training**

To proceed, click on the following link:

Please click [here](#) to access online training



Please review the following document:

➤ **Online Mandated Reporter Training**

To proceed, click on the following link:

<https://www.dcfstraining.org/mannrep/index.jsp>

(Please note, this is a secure site, which requires an "s" after http.)



Register on the next screen for the following training:

➤ **Recognizing and Reporting Child Abuse: Training for Mandated Reporters**

Upon completion of registration, please proceed to complete the training. You may print a certificate after completion of training.

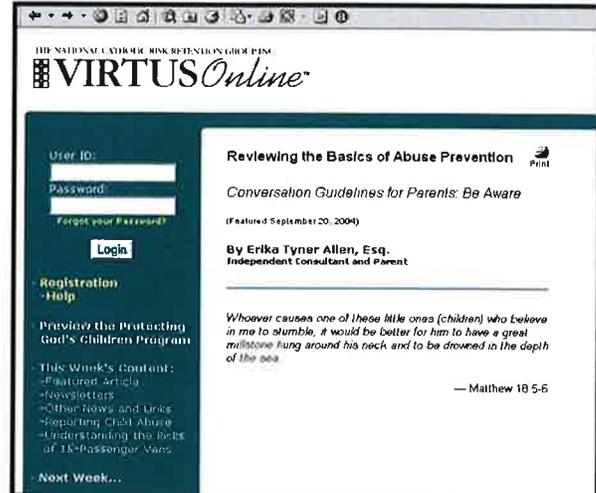


Registration Instructions

Before or after your first Protecting God's Children session (but not both), you will need to register with the VIRTUS Program. This is required of all participants. If you do not have Internet access, and cannot temporarily gain Internet access via school, university, library, work, home or other means, please register with your Facilitator or your VIRTUS Coordinator.

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

On the left-hand side of the page, click the yellow link labeled "Registration."



Choose the name of your organization from the pull-down menu by clicking the downward arrow and highlighting your organization. Once your organization is selected, click "Select."

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

- Select your organization ----->

Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account within your Diocese and the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We recommend 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

Create a User ID:
 Create a Password:

Provide the information requested on the following page. Several fields are required, such as name, address, phone number and e-mail address. 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. This will notify your VIRTUS Coordinator that you do not have an email address.**
- **If you do not have personal Internet access, and you are not able to obtain temporary Internet access for one hour per month, complete the registration process and your VIRTUS Programs Coordinator will contact you. Other options are available for your continued training.**

Please provide the information requested below

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Work Phone:

Home Phone:

* Required field

Select the PRIMARY location where you work, volunteer or worship. You will be able to select additional locations later if you serve at multiple locations within your organization. Click Continue to proceed.

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

Location:

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.

Registration Instructions

Your current list of locations is displayed. If you need to add an additional location, choose YES. Otherwise, choose NO.

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

St. Josephs Parish (Tulsa)

Do you need to add another location?

Select the role(s) that you serve within your organization. Please check all roles that apply. Additionally, if you have a title within your diocese, enter it in the box. I.e. Teacher, DRE, Catechist, etc. Click Continue to proceed.

Please select the roles that you play within your diocese

Please check all that apply.

- | | |
|---|------------------------------------|
| <input type="checkbox"/> Candidate for ordination | <input type="checkbox"/> Parent |
| <input type="checkbox"/> Deacon | <input type="checkbox"/> Priest |
| <input type="checkbox"/> Educator | <input type="checkbox"/> Volunteer |
| <input type="checkbox"/> Employee | |

If you have a title within your diocese, please enter it here: _____

Answer three YES/NO questions and then click Continue.

Are you a parent or guardian of a child under 18?

- Yes
 No
 I choose not to answer this question

If you have already attended a Protecting God's Children Session, click YES, otherwise click NO.

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

If you chose **NO** during the previous step, you will be presented with a list of all upcoming sessions within your organization. When you find the session you would like to attend, click the circle next to the title.

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

Please select the session you wish to attend

Unless otherwise noted all sessions are conducted in English.

Protecting God's Children for Adults

Where: Test Site (Tulsa)

When: Monday, October 25, 2004
6:00 PM

Estimated time: 3 hrs

Spaces remaining: 7 of 25

If you chose **YES**, you will be presented with a list of all sessions that have been held within your organization. Choose the session you attended by clicking the downward arrow and highlighting the session, and then click Complete Registration.

Please select the session you attended

-- Please select --

You will see a message on your screen confirming that you have completed the registration process. If you correctly entered your email address during the process, you will receive an email confirming your information. Additionally, your Virtus Coordinator may contact you via e-mail with information regarding your continuing training status.

If you have additional questions about the registration process, please contact your session's facilitator, your Virtus Coordinator, or the VIRTUS Help Desk at 1-888-847-8870.

Thank you for completing the registration process.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.