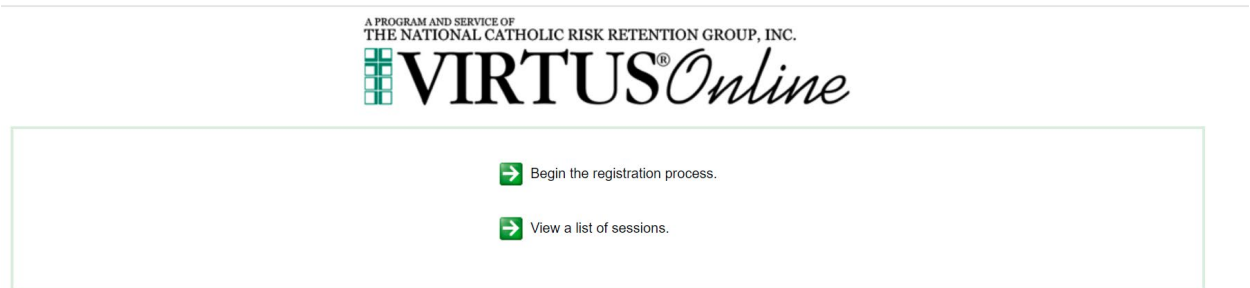
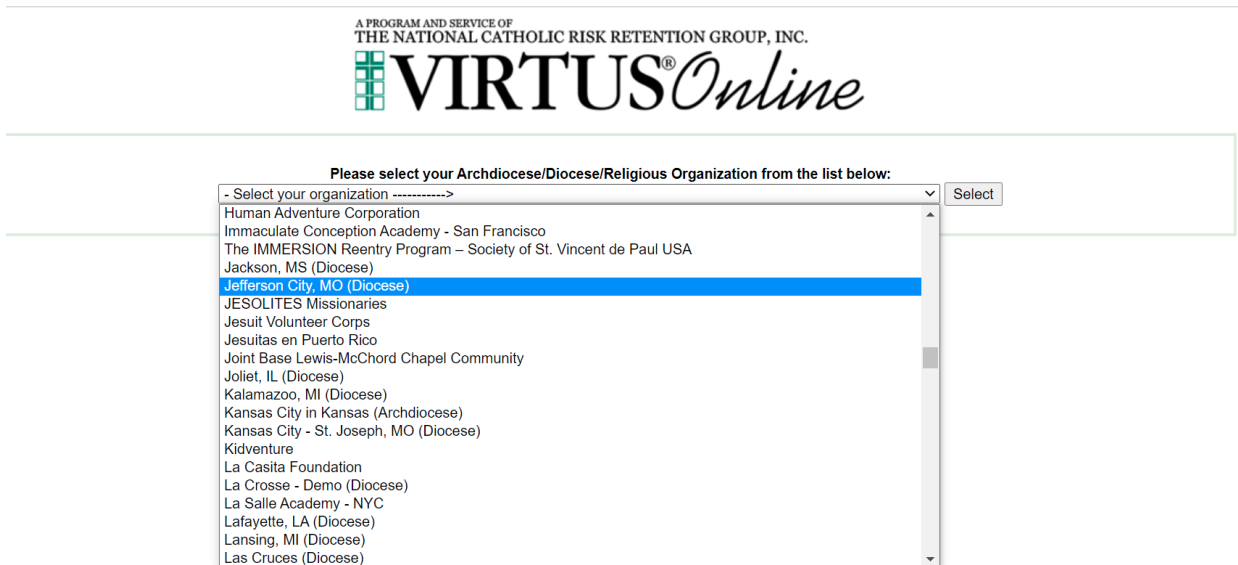


Virtus Instructions for First-Time Registrants

1. Go to www.virtusonline.org website.
2. Click on the “First Time Registrant” button.
3. Click the green arrow for “Begin the Registration Process.”



4. Click the down arrow and choose “Jefferson City, MO (Diocese).” Then click the “Selection” button.



5. Click “No” to say that you have not previously registered with Virtus online.

Have you previously registered with VIRTUS Online?

6. Create a User ID and Password and click “Continue.”



If you have previously attended the Protecting God's Children training within the Diocese of Jefferson City, please contact the VIRTUS helpdesk at helpdesk@virtus.org or at 888-847-8870 to retrieve your login information.

During this registration process, you will be required to:

1. Read and electronically sign the code of conduct.
2. Complete and print the Child Abuse and Neglect form, sign and mail to the address on the form.
3. Complete the online background check process through SELECTION.com, if required.
4. If a training session is not available during this registration process, you will need to sign up at a future date with the user id and password you create below.

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:

7. Fill in the blanks with the **red asterisks ***. Click “Continue.”

Please provide the information requested below

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

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name: *

Full Middle Name:

Last Name: *

Nickname:

Suffix:

Email: *

Home Address: *

Home Address Cont'd:

City: *

State:

ZIP: *

Daytime Phone: *

Ext:

Evening Phone: *

Date of Birth: *

8. Click the down arrow and choose which Parish/Entity you belong to, then click “Continue.”



In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Location:

9. Click the appropriate boxes that apply to your role with the parish or school and type your Title or Position (e.g., Volunteer, Parent, Picnic Worker, etc.). Then click "Continue."

Please select at least one primary role you perform at this location

- Employee (Parish/Parochial)**
Anyone employed by the local parish, other than Clergy or those in the Educator category.
- Employee (Diocesan/Eparchial)**
Anyone employed at the Catholic Center. This would also include those employed for diocesan retreats (i.e. Totus Tuus, Aquinas Academy, etc).
- Volunteer**
Those who volunteer (uncompensated) for the local parish, school, Catholic Center, and other diocesan entities, including PSR Catechist.
- Priest**
Those ordained to the Priesthood.
- Deacon**
Those ordained as Permanent Deacons
- Candidate for ordination**
This user is in preparation for ordination to the Priesthood or Diaconate
- Educator**
Catholic School Educator, Principal, Administrator, Vice Principal, Counselor, Librarian,

Please select any additional roles you perform at this location

- Parent**
Those who are parents of Catholic grade school children.

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

10. Click “No” to the question asking: “Are you associated with any other locations.”

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You have chosen following locations and roles:

Annunciation Parish (California)
• Volunteer ✓

Are you associated with any other locations?

11. Click “Yes” or “No” (whichever applies to you) for the next three questions. Then click “Continue.”

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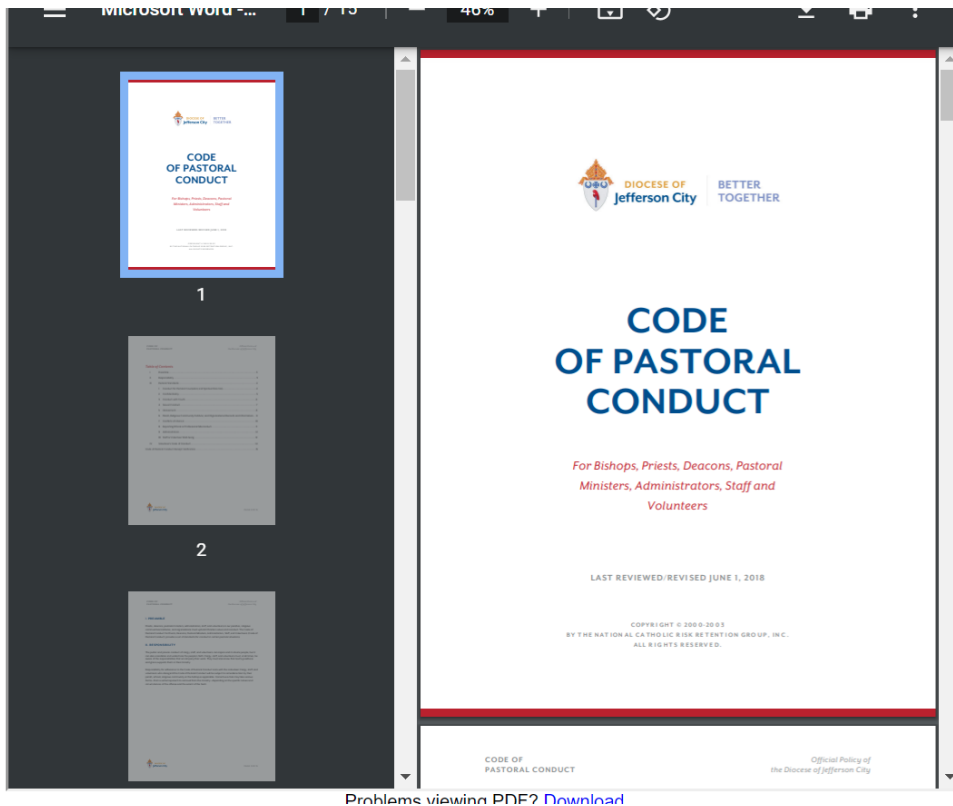


Are you a parent or guardian of a child under 18?
 Yes
 No

Do you now or will you in the future have ongoing, unsupervised contact with children and youth and/or vulnerable adults as a service of this diocese, parish or school?
 Yes
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?
 Yes
 No

12. Click on the icon for the Code of Pastoral Conduct. Read the page “Volunteer’s Code of Conduct” (page 11 of the document or page 13 of 16). Checkmark the box “I hereby acknowledge that I have downloaded, read, and understand the attached document.” Electronically sign your name and date it by typing in your name (first, middle initial, last name) and the date. Then click “Continue.”



I hereby acknowledge that I have downloaded, read, and understand the attached document.

Please provide an electronic acknowledgement to confirm you have received the document above.

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

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

13. Click “No” for the question, “Have you already attended a Virtus Protecting God’s Children Session.”



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

14. Select the session you want to attend.

- a. To attend a training online, click “Protecting God’s Children for Adults (Online Training)”.
- b. To attend a training in person, click “Protecting God’s Children for Adults” in an area near you.
- c. A popup box will appear asking if you are sure this is the session you wish to attend. Either click “Ok” if it is or click “Cancel” to choose a different session.
- d. Click “Continue” at the bottom of the page.



Please select the session you wish to attend

- Protecting God's Children for Adults (Online Training)

- Protecting God's Children for Adults (Online Training in Spanish)

- Protecting God's Children for Adults
 - Where: St. Robert Bellarmine Parish (St. Robert (Waynesville))
367 Old Hwy 66
 - When: Monday, November 15, 2021
6:00 PM
 - Estimated length of session: 2 hrs
 - Spaces remaining: unlimited
 - Language: This session will be conducted in English
 - Notes: St. Robert Hall
 - Wheelchair accessible: Yes
 - Contact: Valarie Bondoni (573-635-9127 x 224)

Protecting God's Children for Adults
Where: Holy Family Parish (Hannibal)
1113 Broadway
When: Sunday, November 21, 2021
1:00 PM
Estimated length of session: 2 hrs
Spaces remaining: unlimited
Language: This session will be conducted in English
Notes: St. Michael's Hall
Wheelchair accessible: Yes
Contact: Sue Libey (573-635-9127 x 224)

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

Continue

15. You are now finished with registering your account.


16. If you chose to take your training online, in your home page you will see the box "Current Training," click on the blue words, "You have 1 (or 2) online modules assigned."

The screenshot shows a user dashboard with five cards arranged in two rows. A vertical green bar is on the left side. The top row contains three cards: 'Current Training' (light green), 'Required Documents' (light green), and 'Contacts' (light green). The bottom row contains two cards: 'My Info' (light green) and 'Resources' (light blue). Each card has an icon, a title, and some text or links.

- Current Training:** Icon of a person at a computer. Text: "You have 1 online module assigned" (blue link), "Register for an upcoming session" (blue link).
- Required Documents:** Icon of a printer. Text: "Your documents are current".
- Contacts:** Icon of a contact card. Text: "Your primary contact", "Click here for contacts" (blue link).
- My Info:** Icon of a person with an exclamation mark. Text: "Your primary location: Annunciation Parish (California)", "Your primary role: Volunteer".
- Resources:** Icon of a laptop. Text: "Code of Pastoral Conduct" (blue link).

17. Click on the “Protecting God’s Children Online Awareness Session 4.0.” Please note that there are Spanish and Korean versions.

The screenshot shows a web interface for online training. At the top, there is a green header with 'Home' on the left and 'Vic Mac' on the right. Below the header, the page title is 'Online Training Modules'. A message says: 'To begin your online training, please click the title of your assigned training:'. Below this, there is a list of training modules. The first module is 'Protecting God's Children® Online Awareness Session 4.0', which is marked with a green checkmark. It shows 'Assigned: 02/20/2023' and 'Due: 03/06/2023'. Below the list, there are three status indicators: 'Past due' (red exclamation mark), 'Due date approaching' (orange exclamation mark), and 'Assigned' (green checkmark). The interface has a green sidebar on the left with 'Home' and 'Message Center'.

18. Make sure you read the directions, and then click on  (lower right-hand button). Next, a video clip will start. **Please do not click on the screen during the video or the program will cycle back to the first question.** Once you have viewed the video, you will be taken to the next screen where you will be asked a question. Choose from multiple-choice answers and submit answer. Another screen will come up letting you know if you are correct. If you answer correctly, a **red** arrow will show on the screen where you need to click to go to the next video. If you do not answer correctly, you will be given more chances until you answer it correctly.
19. Within a few days of completing the training, the Office of Child and Youth Protection will approve your account. At this time, if you are an Employee, Priest, Deacon, Religious Brothers and Sisters, Seminarian, Deacon Candidate, Volunteer who works with minors (Catechist, Sacristan, Adult Server), Homebound Eucharistic Minister, or the parent of a Catholic Grade School child (K-8), you will receive an email from Virtus asking you to log into your account to complete the background check screening process.
20. If you are in the category in #19 and received an email from Virtus, **using only a laptop or desktop** computer, log into your Virtus account. You will be asked to verify your Date of Birth (correct it if it is wrong), then Click Continue.
21. Click “Yes” or “No” (whichever applies to you) to the question asking “Are you an employee or volunteer in a parish early childhood program (Pre-Kindergarten). Then click “Continue.”

22. Click **"No"** to the question asking "Have you had a background check in the past five years (or past 12 months)." This question is actually asking if you have had a background check for the Diocese of Jefferson City, not with your job or other entities. Then click "Continue."
23. Click "Begin Background Check." You will be directed to Fastrax/Selection. Follow the directions on each of the screens.
24. If you log out of your account, before clicking the "Begin Background Check," please contact the Office of Child and Youth Protection to re-enter a prompt for you to complete your background check. You will receive another email from Virtus to log into your account to complete the background screening process.