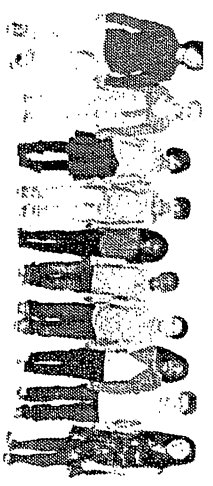


Step 1

For Volunteers of the Diocese of Jefferson City who have never established an account with Virtus. Go to the website Virtus.org and click on "First Time Registrant".

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.  
**VIRTUS<sup>®</sup> Online**



Home About Us Services / Programs Resources Reporting Child Abuse Contact Information Help / FAQs

**LOGIN FOR EXISTING ACCOUNTS**

User ID:

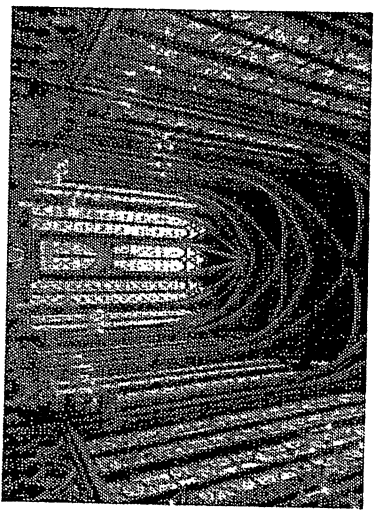
Password:

Need login information?

Sign In

**FIRST TIME REGISTRANT**

**ESPAÑOL: ACCESO O INSCRIPCIÓN**



Alternative Ideas for a Safe Halloween

VIRTUS<sup>®</sup> Online Training / Tracking Platform

Protecting God's Children<sup>®</sup> for Adults

Teaching Safety - Empowering God's Children<sup>™</sup>

Protecting All Children<sup>™</sup> for Adults

Pathways<sup>™</sup> for Religious Orders

What is Your Opinion?  
Share your thoughts and experiences.


*Please use a laptop or desktop computer when establishing an account and training.*

## Step 2

At this time, there are no live sessions so click "Begin the Registration Process."



 [Begin the registration process.](#)

 [View a list of sessions.](#)

[Click here to watch a brief tutorial on the pre-registration process](#)

Step 3

Choose Jefferson City, Mo (Diocese) from the drop down list.



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

- Select your organization ----->

Jackson, MS (Diocese)

**Jefferson City, Mo (Diocese)**

Jesuit Volunteer Corps

Jesuitas an Puerto Rico

Joint Base Lewis-McChord Chapel Community

Joliet, IL (Diocese)

Kalamazoo, MI (Diocese)

Kansas City in Kansas (Archdiocese)

Kansas City - St. Joseph, MO (Diocese)

Kidventure

Knoxville, TN (Diocese)

La Casita Foundation

La Crosse - Dermo (Diocese)

La Salle Academy - NYC

Lafayette, LA (Diocese)

Lansing, MI (Diocese)

Las Cruces (Diocese)

Learning Club

Legion of Christ

Level-Up STEM

Select

## Step 4

Create a User ID and Password. Save this (if your computer allows), in the event you may need to enter your account in the future.

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](http://SELECTION.com), ~~(Required)~~ *(Not Volunteers)*
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:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 8 characters long.

# Step 5

Complete all information on this page. Remember, your name must be as it is on your driver's license.

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	Mr. <input type="text"/>	*
First Name:	John <input type="text"/>	*
Full Middle Name:	H. <input type="text"/>	*
Last Name:	Doe <input type="text"/>	*
Nickname:	<input type="text"/>	
Suffix	- Please select if applicable - <input type="text"/>	
Email:	john.doe@yahoo.com <input type="text"/>	* No email <input type="text"/>
Home Address:	123 Main Street <input type="text"/>	*
Home Address Cont'd:	<input type="text"/>	
City:	Jefferson City <input type="text"/>	*
State:	MO - Missouri <input type="text"/>	* <input type="text"/>
ZIP:	65110 <input type="text"/>	*
Daytime Phone:	555-535-5555 <input type="text"/>	*
Ext:	<input type="text"/>	
Evening Phone:	555-535 5555 <input type="text"/>	*
Date of Birth:	06/05/1966 <input type="text"/>	* Why? <input type="text"/>

[Continue](#)

## Step 6

Select the parish where you work or volunteer.



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:

## Step 7

Once your place or work or where you volunteer is chosen and you have submitted it, you will be asked to select the primary role(s) you will perform at that location.



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:  ▼

Please check all that apply. You must select at least one role.

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.*

**Employer/Minister/Educator**

## Step 8

Choose yes or no if you are associated with any other locations.



You have chosen following locations and roles:

Annunciation Parish (California)  
• Volunteer

Are you associated with any other locations?

Yes  No



## Step 9

Please answer the questions then click continue.



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

[Continue](#)

## Step 10

Please answer the question then click continue.



Are you an employee or volunteer in a parish early childhood program (Pre-Kindergarten)?

Yes

No

[Continue](#)

## Step 11

If you are a volunteer and not an employee, please answer "YES" even if you have not had a background check.



Have you had a background check in the past five years for the  
diocese, parish, or Catholic school?

Yes  
 No

Continue

## Step 12

Download and read the Code of Pastoral Conduct. Click the box verifying you read it and type your name and the date in the boxes in the manner indicated. Click continue.



### Diocese of Jefferson City, MO

#### Code of Pastoral Conduct



Code of Pastoral Conduct

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)

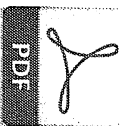
# Step 13

Download and print the Child Abuse or Neglect Registry form. Complete it and send to the address indicated. Provide your name and date in the boxes as indicated.



**Diocese of Jefferson City, MO**

**Child Abuse and Neglect Registry Form**



Child Abuse and Neglect Registry Form

Please complete and print the Child Abuse and Neglect form, sign and mail to:

Diocese of Jefferson City  
Attn: Connie Schepers  
2207 West Main  
Jefferson City, MO 65109-0914

**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)

## Step 14

If you have attended a live Virtus class, choose "Yes". You will be presented with a list of dates. Please choose the correct date. If you have not, choose "NO".



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

YES

NO

## Step 15

If you chose "NO" you will next see this screen. Choose either English or Spanish online *Virtus: Protecting God's Children* training.



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)

[Continue](#)