

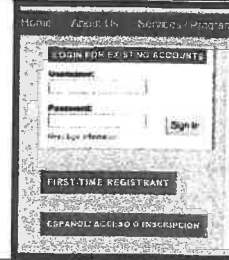
## Registration Instructions for New Users

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.**



**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.

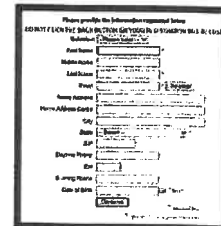
Click **Continue** to proceed.



**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.

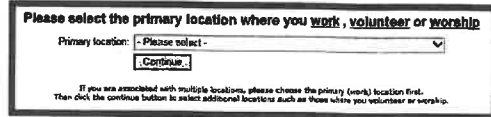
If you do not have an email address, consider obtaining a free email account at Gmail, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



**Select the PRIMARY location** of where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

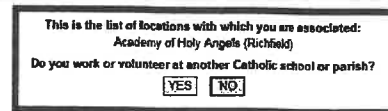
Note: If you work or volunteer at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



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.

Answer two (2) YES/NO questions.

Click **Continue** to proceed.

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.

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.

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.

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.

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.

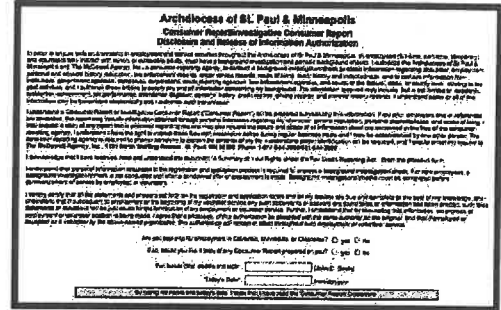
Please answer YES or NO to the following questions:

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)

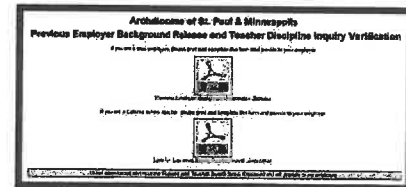
To proceed, click on the box containing the following statement: By typing my name and today's date, I state that I have read the Consumer Report Disclosure.



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)?

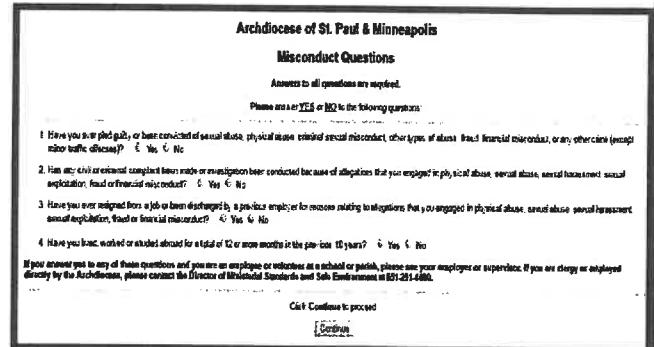
Has any civil or criminal complaint been made or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?

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?

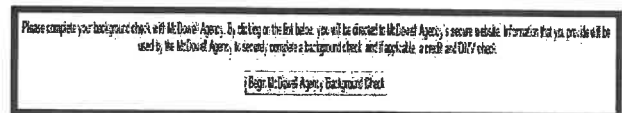
If you answer yes to any of these questions and you are an employee or volunteer at a school or parish, please see your employer or supervisor. If you are clergy or employed directly by the Archdiocese, please contact the Director of Ministerial Standards and Safe Environment at 651-291-4400.

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.

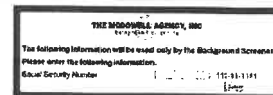


You will be forwarded to the McDowell Agency website automatically in just a few seconds...



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.



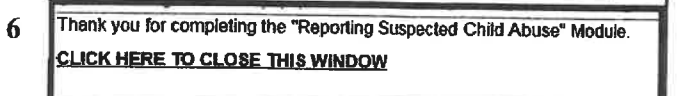
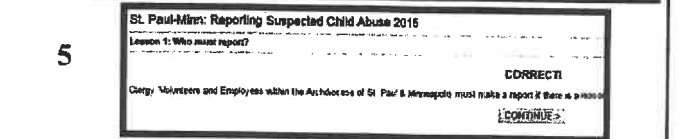
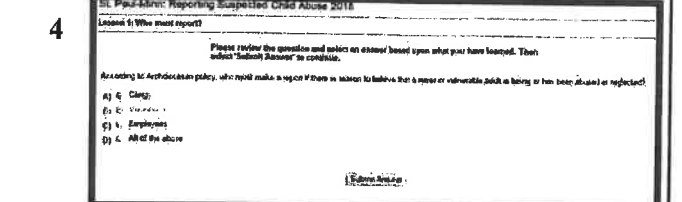
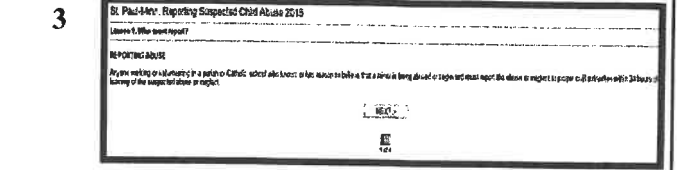
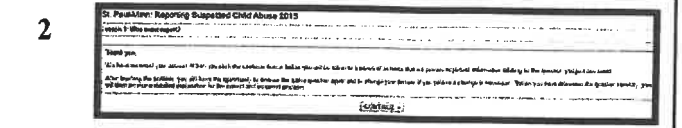
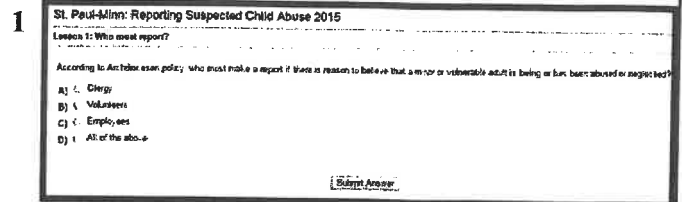
## Registration Instructions for New Users

<p>If you have <b>not</b> attended a <b>VIRTUS</b> Protecting God's Children Session, choose <b>NO</b>.</p> <p>Otherwise choose <b>YES</b>.</p>	
<p>If you chose <b>NO</b> during the previous step, you will be presented with a list of upcoming <b>VIRTUS</b> Protecting God's Children sessions scheduled for the <b>Archdiocese of St. Paul and Minneapolis (MN)</b>.</p> <p>When you find the session you wish to attend, click in the circle next to that date -- then click <b>Complete Registration</b>. (If you chose <b>YES</b> during the previous step, <u>skip</u> this step.)</p>	
<p>If you chose <b>YES</b>, you will be presented with a list of all <b>VIRTUS</b> 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 <b>Complete Registration</b></p>	
<p>A message will appear on your screen, confirming completion of the <b>VIRTUS</b> registration process.</p> <p>If you correctly entered your email address, you will receive an email confirming your registration.</p> <p>If you have questions about the registration process, please contact your parish or Catholic School Safe Environment Coordinator.</p> <p>Please click the <b>"Go to VIRTUS Online"</b> box so that you can complete the <b>Mandatory Reporting and Code of Conduct Training</b>.</p>	
<p>You are now in the "Toolbox" of your VIRTUS account. Click on: "St. Paul-Minn: Reporting Suspected Child Abuse 2015."</p> <p>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.</p> <p>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).</p>	
<p>You are now in the "Reporting Suspected Child Abuse" Module. Please click the blue link:</p> <p>CLICK HERE TO START</p>	

## Registration Instructions for New Users

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

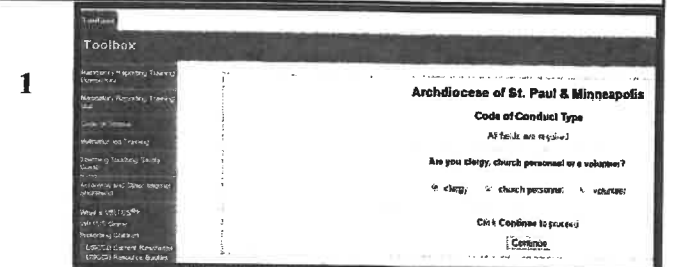
- 1) You will be asked a content question. For each question, select the answer you view as correct. Then click "Submit Answer."
- 2) You will then see a screen that says "Thank you. We have recorded your answer..." Please click on the Continue button at the bottom of the screen.
- 3) Next you'll click 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:

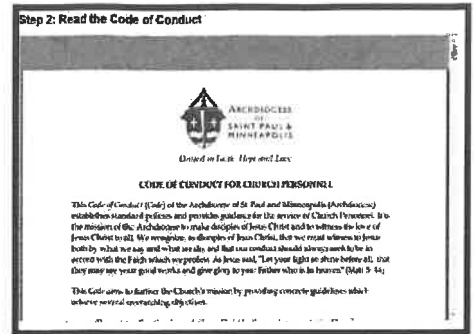
- 1) Then select your role (Clergy, Church Personnel, Volunteer). Click the gray box for "Continue."
- 2) Watch the 22-minute video on Code of Conduct Training.



## Registration Instructions for New Users

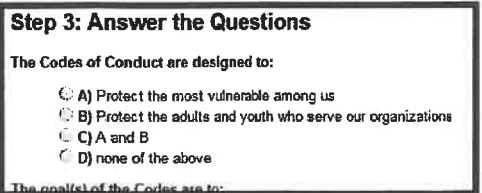
3) Read the appropriate Code of Conduct for your role.

3



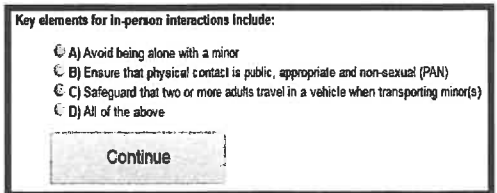
4) Answer the 6 comprehension questions that pertain to the Code of Conduct.

4



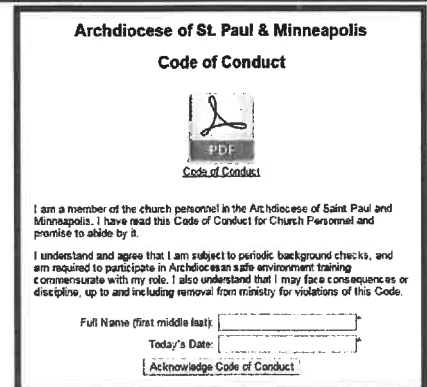
5) After answering the 6 questions, click "Continue" at the bottom of the screen.

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.