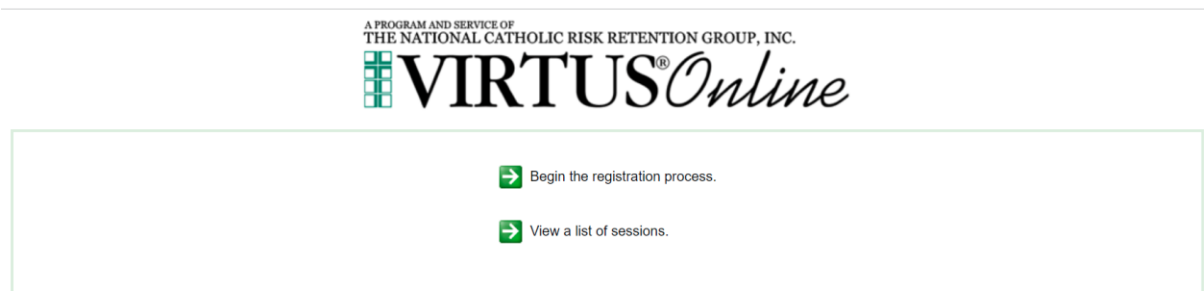


## Virtus Instructions for First-Time Registrants

1. Go to [www.virtusonline.org](http://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](mailto: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 you belong to, then click “Continue.”

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**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**

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: volunteer

Please wait...

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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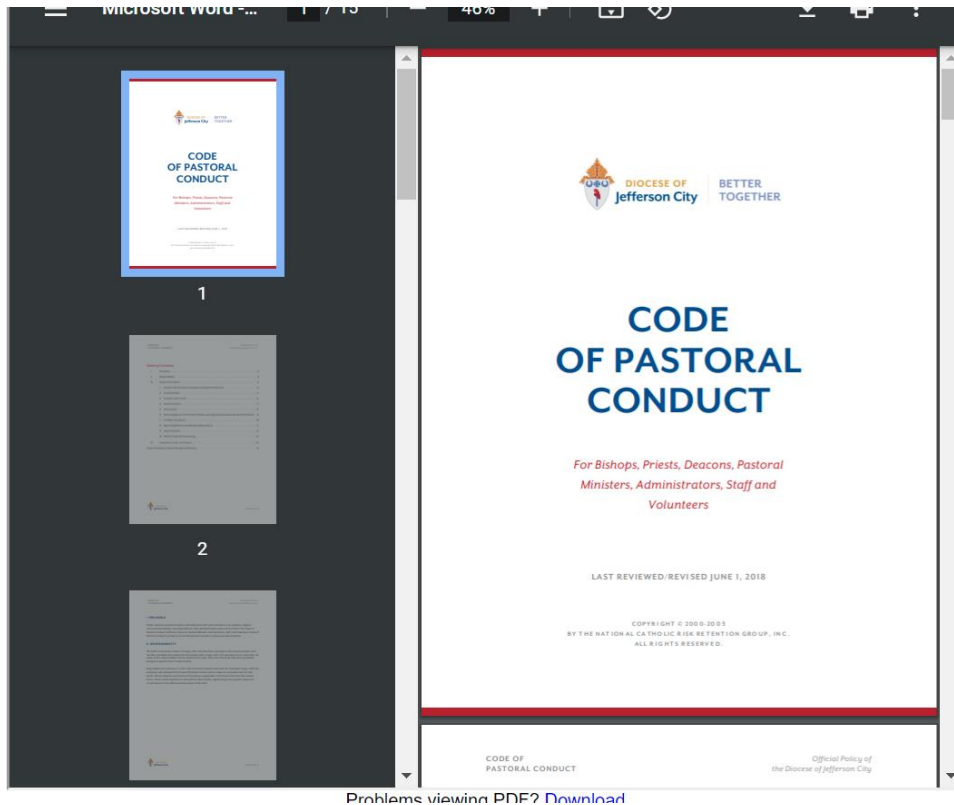


**Are you a parent or guardian of a child under 18?**  
☐ Yes  
☐ No

**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.
- To attend a training online, click “Protecting God’s Children for Adults (Online Training)”.
  - To attend a training in person, click “Protecting God’s Children for Adults” in an area near you.
  - 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.
  - 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."

**Current Training**  
  
[You have 1 online module assigned](#)  
[Register for an upcoming session](#)

**Required Documents**  
  
**Your documents are current**

**Contacts**  
  
**Your primary contact**  
[Click here for contacts](#)

**My Info**  
  
**Your primary location**  
Annunciation Parish (California)  
**Your primary role**  
Volunteer

**Resources**  
  
[Code of Pastoral Conduct](#)



17. Click on the “Protecting God’s Children Online Awareness Session 3.0.” Please note that there are Spanish and Korean versions.

The screenshot shows the Virtus Home page. On the left is a green sidebar with 'Home' and 'Message Center' links. The main content area is titled 'Online Training Modules'. It instructs users to click on their assigned training. A green checkmark icon is next to the link 'Protecting God's Children® Online Awareness Session 3.0'. Below the link, it says 'Assigned: 11/15/2021' and 'Due: 11/29/2021'. A grey box contains the text 'Other Languages Available (You may change versions)' and 'Otros idiomas disponibles (puede cambiar versiones)', followed by two options: 'Change to: Protecting God's Children® Online Awareness Session 3.0 (Spanish)' and 'Change to: Protecting God's Children® Subtitled for Adults 3.0 Full Videos (Korean subtitles)'. At the bottom, there is a legend with three icons: a red exclamation mark for 'Past due', a yellow exclamation mark for 'Due date approaching', and a green checkmark for 'Assigned'.

18. Make sure you read the directions, then click on “Click Here to Start.” You will first be asked a question. Choose from multiple choice answers and submit your answer. 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 given the opportunity to change your answer to the last question. This is repeated at least 14 times.
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, or the parent of a Catholic Grade School child (K-12), 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. 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.