New Employees or Volunteers Working with Monies Only:
How to complete registration, background and credit check

Welcome to the Diocese of Davenport. In our diocese we require all those working and volunteering with money process a background and credit check through a secure website called ESR.

At each parish/school we have a Safe Environment Local Coordinator and they are authorized to view your account in VIRTUS. This is to ensure you stay in compliance with diocesan policy. Please contact the SE Local Coordinator prior to registering with VIRTUS.

Please DO NOT USE Internet Explorer, MAC, Microsoft Edge, Google Chromebook, Tablets and Phones. Do NOT hit back button or information may be lost and it will assign multiple videos and or not allow you access to your account.

Please follow the instructions and print screens below to help you complete the registration, background and credit check process. If you skip a step you will not be able to advance until the prior step is completed.

If you come from another diocese that uses VIRTUS we can try to transfer your account from your previous diocese to our diocese, you will still be REQUIRED to process a new background and credit check and agree to our policies. Please contact your local coordinator coordinator with questions.

Please allow enough time with no interruptions in order to complete this successfully - approximately 10-30 minutes for the background and credit check. The time for processing also depends on your internet connection.

You will get several emails letting you know:

VIRTUS:
• You registered
• Your account was activated

ESR
• You can login in to the Portal for your background check
• Email giving you the pin # you will need

Let’s get started!
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Open the internet with one of the approved browsers (Google Chrome, Firefox) and go to www.virtus.org.

This is the 1st screen you should see.

STEP 1:

If you have never done VIRTUS before, click here. One is for English “First Time Registrant” and one for Spanish “Espanol: Acceso o inscripcion”

If you have done VIRTUS previously STOP and talk to your local coordinator! List

If you registered in Spanish, these screens will appear in Spanish, but remember the ESR program is not in Spanish ONLY English.
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Begin the registration process.
View a list of sessions.

Click here to watch a brief tutorial on the pre-registration process.

Use the down arrow to select the Davenport, IA (Diocese) then click Select.

If you select “Yes” you should stop and contact your local coordinator, otherwise you will duplicate information.

Both of these areas are case sensitive. So if you use capital make sure you use it the same way in the future. Write down your user id and password, you will be asked to use it again.

If you are not working or volunteering in the Diocese of Davenport, please contact your local Diocese to receive the proper requirements or please click here to select your diocesan/organization location.

Use the down arrow to select the Davenport, IA (Diocese) then click Select.
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Please provide the information requested below

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.

You will need to fill in all the areas with *. If you have an alias “maiden” name please let it in the Background Check Information.
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Please select the primary location where you work or volunteer.

<table>
<thead>
<tr>
<th>Location</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Albia - St Mary Church (Albia)</td>
<td></td>
</tr>
<tr>
<td>Bettendorf - Lourdes Catholic School (Bettendorf)</td>
<td></td>
</tr>
<tr>
<td>Bettendorf - Our Lady of Lourdes Church (Bettendorf)</td>
<td></td>
</tr>
<tr>
<td>Bettendorf - St John Vianney Church (Bettendorf)</td>
<td></td>
</tr>
<tr>
<td>Bettendorf - St John Vianney Pre-school (Bettendorf)</td>
<td></td>
</tr>
<tr>
<td>Bloomfield - St Mary Magdalen Church (Bloomfield)</td>
<td></td>
</tr>
<tr>
<td>Blue Grass - St Andrew Church (Blue Grass)</td>
<td></td>
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<tr>
<td>Brooklyn - St Patrick Church (Brooklyn)</td>
<td></td>
</tr>
<tr>
<td>Buffalo - St Peter Church (Buffalo)</td>
<td></td>
</tr>
<tr>
<td>Burlington - Divine Mercy (Burlington)</td>
<td></td>
</tr>
<tr>
<td>Burlington - Notre Dame Schools (Burlington)</td>
<td></td>
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<tr>
<td>Burlington Religious Education (located at ND) (Burlington)</td>
<td></td>
</tr>
<tr>
<td>Camanche - Church of the Visitation (Camanche)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

- **Candidate for ordination**
  - Seminarians, Candidates for the Seminary, and Candidates for the Diocese

- **Deacon**
  - Men who have been ordained to the Order of Deacon and serve in that capacity within the Diocese of Davenport. This includes Deacons who are retired.

- **Educator**
  - School teachers and substitute teachers in the Catholic Schools of the Diocese of Davenport who are licensed by the Iowa Board of Educational Examiners. This role is NOT for Catechists in Parish Religious Education Programs. They should use the volunteer role. Ex. Catechists, principals, and administrators.

- **Employee (Diocesan/Eparchial)**
  - This would be for person who works in the Chancery Offices.

- **Employee (Parish/Parochial)**
  - All paid persons for their work they do for their parish or school such as: parish ministers, school support staff, coaches, rectory personnel, etc.

- **Priest**
  - Religious order or diocesan priests in active or supply ministry (including "retired" clerics who continue to celebrate occasional sacraments).

- **Volunteer**
  - ALL volunteers (non-paid) who assist the parish/school including school coaches (if coach is a Catholic school teacher they need to select Educator), catechists, school and parish volunteer, chaplains, scouts, camp helper, eucharistic minister, faith formation teacher, student teacher, parent, etc.

Please select any additional roles you perform at this location

- **Business Mgr/Bookkeeper/Finances/Lay Director/Check Signer**
  - A person whose job is to keep the financial records, check signer, have the ability to sign a check and handles monies.

Please choose: the appropriate employee selection or volunteer before the line. Below the line please choose those roles that apply.
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- **Chaperone - Overnight Functions**
  - Any overnight trip for diocesan programs involving minors or vulnerable adults, ex: NCYC or scouting trips chartered by the school or parish.

- **Host Parent**
  - A person that has agreed to provide shelter and cultural experience for an International Student attending one of the Catholic Schools.

- **MFP Participant (Spanish)**
  - A person that is part of the Ministry Formation Program in Spanish.

- **Minor**
  - Working or volunteering with children and/or vulnerable adults. Under the age of 18.

- **Other-Do NOT count in Audit #s**
  - This role is for a person that is required to do our program but we don’t report them on the annual Stonebridge Audit. Ex: SAU employees and volunteers or AEA Employees, Public School Paraeducators.

- **Parent**

- **Principal/Asst Principal**
  - An educator who serves not only as the educational leader but also as the spiritual exemplar of the school. Emphasizing qualities of excellence, commitment, creativity, and innovation in all school endeavors, the principal guides a community committed to the development of the whole child.

- **Safe Environment Local Designee**
  - A person in charge at the parish/school level who monitors the VIRTUS program for USCCB and Diocesan compliance.

- **Special Needs - Supervised**
  - This person is employed or volunteer but is supervised at all times. Due to circumstances they are not required to do video training or background check.

- **Works with money**
  - Anyone working with money as an employee or volunteer.

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:**

Continue

For each role, please indicate the date you began or will begin service

If you are unsure of the exact date, please estimate to the best of your ability

**Davenport - Webinar Training Only**

<table>
<thead>
<tr>
<th>Role</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Other-Do NOT count in Audit #s</td>
<td>04/17/2020</td>
</tr>
<tr>
<td>Volunteer</td>
<td>04/17/2020</td>
</tr>
</tbody>
</table>

Continue
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You have chosen following locations and roles:

Please review this to make sure it is correct.

Davenport - Webinar Training Only
• Other-Do NOT count in Audit #s
• Volunteer ✓

Are you associated with any other locations?

If you work or volunteer at another location you will select “yes” here and then it will ask you your roles at that location and so on.

Are you licensed by the Iowa Board of Educational Examiners?

Yes  No

Continue

Are you an Employee in the Diocese of Davenport (IA), with a parish, Catholic school, or other diocesan entity or are you applying for employment in the Diocese of Davenport?

YES  NO
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Volunteer
Which one of the following best describes your Role as a Volunteer for the
- Candidate for Ordination
- Deacon Formation
- Bookkeeper
- Business Manager
- Handle Money
- Lay Director
- Money Counters
- Office Manager
- Script
- Trustee
- None of the above

These roles generate the credit check you need to have based on internal controls and policy.

Do you interact with, work with or come into contact with minors of the Diocese of Davenport?
- Yes
- No

If you answer yes, you will do the Child Abuse Awareness Module 1.0.

Do you interact with, work with or come into contact with vulnerable adults of the Diocese of Davenport?
- Yes
- No

If you answer yes, you will do Vulnerable Adults Module.

Are you a minor (under the age of 18)?
- Yes
- No

If you answer yes, you will do the Healthy Relationships For Teens Module.

Do you chaperone overnight events?
- Yes
- No

If you answer yes to question 1 and 2 you will do the Child Abuse Awareness Module 1.0. and Vulnerable Adults Module Merged Video.
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Diocese of Davenport

Policies Relating to Sexuality and Personal Behavior

You can click on the policy and read it. It will open in a “pop up window” so don’t think you are done after you read it.

You will need to review and read the diocesan policies, then click on the link.

Download the Safe Environment Policy - English
Download the Safe Environment Policy - Spanish
Download the Safe Environment Policy - Vietnamese

Safe Environment Program Acknowledgment Form

The Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport requires that all clergy, all employees, and all volunteers who have regular unsupervised contact with children, understand and agree to comply with its terms. The Policies Relating to Sexuality and Personal Behavior Policy applies to all parish, school, and diocesan entities. This form acknowledges that I have received the Policies Relating to Sexuality and Personal Behavior, either in its online format or in hard copy, revised and published in March of 2016, including:

Agreement to comply with the Policies Relating to Sexuality and Personal Behavior of the Diocese of Davenport

Abide by the Code of Ethical Standards for those ministering on behalf of the Church

Undergo an employee or volunteer background check, initiated by the Diocese of Davenport

Participate in a VIRTUS® Online session (Protecting God’s Children for Adults) and its continuing education components, if I am required by policy to do so

You will get this verbiage since you have to do the training video in order to continue. You can use the “go to VIRTUS” link or go to: www.virtus.org for the next step.

You will need to review and read the diocesan policies, then click on the link.

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 training session you selected.

After you have completed your training session, your account will be reviewed and activated by your Coordinator.
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Step 2: Processing your background and/or credit check

You should go back to [www.virtus.org](http://www.virtus.org), if you are already logged in you will see the following screen, if it is asking for your User ID and Password, that means you are not logged in and will need to do so in order to complete the process and last step. *Failure to complete all 3 steps results in “noncompliance”.

You will click on the areas where questions are asked, 2 questions, then it will forward you to ESR who is our background and credit check company. It should take about 15 mins or less to complete.
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You will now be redirected to ESR to conduct your background and or credit check. Please have your Driver’s License and SS# available so you don’t get removed the program.

You have to check each box (3)
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These areas need to be filled out in order to complete and move to the next screen.

Do NOT use the browser back button, if you need to go back click on the green tabs and it will expand or shrink up.
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Pursuant to section 606(b) of the Fair Credit Reporting Act, you have a right to make a written request of the employer procuring an investigative consumer report to make a disclosure to you regarding the nature and scope of the investigation when the request is made within a reasonable period of time after receipt of this notice of rights.

DPPA Notice: I understand that a "consumer report" may consist of my driving history ("MVR") from a state motor vehicle records agency or Department of Motor Vehicles, and authorize the Company to obtain my MVR(s), which may contain personal information about me, such as my photograph, social security number, driver identification number, name, address, telephone number, and medical or disability information.

View FCRA Documentation
The following form "A Summary of Your Rights under the Fair Credit Reporting Act" is available for your review. I have been advised that I should read, keep and refer to this important information.

- View FCRA Summary Now (English)
- View FCRA Summary Now (Español)

- I acknowledge receipt of the FCRA summary of rights

Method of Communication
- You hereby authorize ESR to provide you with any notices, including those required by federal, state or local laws, on behalf of itself or its client that you authorized to obtain your background check report at the mailing address(es) and/or email address(es) you provided to ESR and/or its client.

- I acknowledge receipt of all of the Notices, Rights and Acknowledgments provided above

If you click on View FCRA you will get a popup window to view this. If you click on I acknowledge receipt you will go to the next screen. You have to click the “I acknowledge” or you will not advance. Also click on Method of Communication box. And then the final I acknowledge receipt of all the Rights....
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You will use your mouse to write your name. Doesn’t have to be perfect, but make sure it fills the box so it doesn’t give you an error. It has to be a certain length.

You can view and print documents. If you do this you will get a pop up screen (Next picture), this does not mean you are done. You have to click on the continue button.

In order to complete and click on the continue button you have to go to the top and click on your internet browser tab. (See next page.)
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You might see a screen like this also

This does not mean you are done, you have to click back on the ESR tab in your internet browser.
New Employees or Volunteers Working with Monies Only:
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Make sure you are inputting your legal name. Each area will advance up as you finish that screen. If you need to change something click on the green bar to expand. DO NOT USE INTERNET BACK BUTTON

This is a saving screen, don’t X out of this.

You enter all your information here. SS# is required or you can leave 0’s. *If information is not provided it could prolong the process of your background and or credit check
New Employees or Volunteers Working with Monies Only: How to complete registration, background and credit check

Once the addresses are all entered your screen shall look like this. You can also still add addresses.
New Employees or Volunteers Working with Monies Only:
How to complete registration, background and credit check

This is the screen you want to see when you have completed the process. This lets you know that you have successfully completed the process.
If you do not get this screen it is because you backed out or did not complete something. Contact your local parish/school coordinator ASAP.
You cannot be employed or volunteer until all steps are completed successfully.