Welcome to the Diocese of Davenport. Thank you for agreeing to work and or volunteer with children and or vulnerable adults in our diocese.

In our diocese we require all those working and volunteering with children and vulnerable adults to complete our training module program sponsored by VIRTUS. Everyone over the age of 18 is required to complete a background check. If you work with money, you will also process a credit check through a secure website called ESR.

At each parish/school there is 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. Each school/parish can require additional training if they so choose. Please contact your SE Local Coordinator prior to registering with VIRTUS.

Please DO NOT USE Internet Explorer, MAC, Microsoft Edge, Google Chromebook, Tablets and Phones. Do NOT use the browser 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, training module and background and or 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 training from your previous diocese to our diocese, you will still be REQUIRED to process a new background and or credit check and agree to our policies. Upon review of your account we will decide what additional training needs to be completed to meet our diocesan requirements. Please contact your local coordinator with questions.

The time for processing also depends on your internet connection.

- **VIRTUS registration and training modules**
  - Registration should take about 10 minutes.
  - Lessons will take about 30 -40 minutes.
  - Video will take about 30-40 minutes.
  - Do NOT use browser back button.

Let’s get started!
How to Register as a Minor (Age 17 or younger)  
(Registration and Training Video)

Open the internet with Google Chrome 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. If you have done VIRTUS previously STOP and talk to your local designee! List

If you have never done VIRTUS before, click here. If you have done VIRTUS previously STOP and talk to your local designee! List

- Begin the registration process.
- View a list of sessions.

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

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How to Register as a Minor (Age 17 or younger)  
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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.

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 “smith” and “impson” 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:  
Continue

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.

Important note about selecting passwords

Do not click the back button or your registration will be lost

Put in ALL your information here. It will not advance if you don’t complete all * areas. If you have a nickname or aliases please list that as well.

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.

Put in ALL your information here. It will not advance if you don’t complete all * areas. If you have a nickname or aliases please list that as well.

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Please provide the information requested below

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

Enter your name as it appears on your driver’s license, passport or other government-issued ID
We need your full, legal name

Select the location that is your primary location. Use the arrow to get a full list of locations. Then Click “Continue”

Please select the primary location where you work or volunteer.

Location: - Please select -

Continue

If you work/volunteer at several locations you will have the opportunity to record them as well.

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

☐ 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.

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

☐ Volunteer  
ALL volunteers (non-paid) who assist the parish/school including school coaches (if a coach is an also a catholic school teacher they need to select Educator), catechists, school and parish volunteers, chaperones, scouts, camp helper, Eucharistic minister, faith formation teacher, student teacher, parent, etc.

☐ Priest  
Religious order or diocesan priests in active or supply ministry (including “retired” clerics who continue to celebrate occasional sacraments).

☐ 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.

☐ Candidate for ordination  
Seminarians, Candidates for the Seminary, and Candidates for the Diaconate

☐ 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: salaried teachers, principals, and administrators.

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How to Register as a Minor (Age 17 or younger)
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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.

- **Catechist**
  A person teaching children during Religious Education or Prep Classes.

- **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.

- **Coaches - Employed**

- **DRE/CRE**

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

- **Knights of Columbus Leader**

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

- **Minor**
  A student under the age of 18.

- **Other-Do NOT count in Audit #s**
  This 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.

- **Pastoral Associate**

- **Principal/Asst Principal/President**
  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 that monitors the VIRTUS program for USCCB and Diocesan compliance.

- **Scout Leader**
  A person in charge of scout chartered program at the school or parish.

- **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.

- **Youth Minister**

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:**

Please put in this box what you do (catechist, playground, etc.), then continue.
How to Register as a Minor (Age 17 or younger)

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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

You have chosen following locations and roles:

Davenport - Chancery Office (Davenport)
- Catholic School Teacher
- Educator

Are you associated with any other locations?

Yes  No

If you select YES you will see the next screen and you will repeat the process as you did above.

If you select NO, go to the next picture insert.

Please select another location where you work or volunteer.

- Please select -
  - Please select -
    * Candidate for Ordination - Deacon
    * Candidate for Ordination - Seminarian
    * NCYC/Oversight Functions
    * Albia - St Mary Church (Albia)
    * Bettendorf - Lourdes Catholic School (Bettendorf)
    * Bettendorf - Our Lady of Lourdes Church (Bettendorf)
    * Bettendorf - St John Vianney Church (Bettendorf)
    * Bettendorf - St John Vianney Preschool (Bettendorf)
    * Bloomfield - St Mary Magdalen Church (Bloomfield)
    * Blue Grass - St Andrew Church (Blue Grass)
    * Brooklyn - St Patrick Church (Brooklyn)
    * Buffalo - St Peter Church (Buffalo)
    * Burlington - Divine Mercy (Burlington)
    * Burlington - Notre Dame Schools (Burlington)
    * Burlington Religious Education (located at ND) (Burlington)
    * Camanche - Church of the Visitation (Camanche)
    * Centerville - St Mary Church (Centerville)
    * Charlotte - Assumption and St Patrick Church (Charlotte)
    * Clinton - Prince of Peace Catholic School (Clinton)

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If you answered NO to above question you will

Select “none of the above” Then click “continue”

This might say “Employee” depends on how you answered the previous questions.
How to Register as a Minor (Age 17 or younger) (Registration and Training Video)

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

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.

Diocese of Davenport

Policies Relating to Sexuality and Personal Behavior

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 apply 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:

You need to acknowledge that you read the Diocesan Policies. You can do this by clicking on the PDF Link, this will open up in a new screen. You can then print the full document 63 pages or read this online. Also the local school or parish should have a hard copy you may read as well. When done reading the policies you will go back to your screen that looks like the picture and click on the gray bar.

I have downloaded and read the Policies Relating to Sexuality and Personal Behavior and agree to the requirements

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You will also be required to read and acknowledge the Diocesan Electronic Communication with Minors Policy.

Diocese of Davenport
Electronic Communication With Minors Policy

The following policy and procedures apply to all clerics, adult employees, and adult volunteers of Diocese of Davenport entities. The Diocesan safe environment policies and procedures remain in effect.

Appropriate and ethical boundaries must always be observed when communicating with minors including, but not limited to, video conferencing, the internet, online services, e-mails, instant messaging, online bulletin boards, social networking sites, social media, text messaging, podcasts, blogs, and electronic chat areas. Any form of communication that is intended to inappropriately manipulate a minor or that incorporates any suggestive language, suggestive photos, sexual innuendos, inappropriate personal self disclosures, etc., is forbidden. This includes visual, digital, or electronic communication in any format. Inappropriate and emergency communication must be reported to a supervisor immediately.

Chats should take place only in a manner that all those attending the session can view the chat dialogue. If an adult presenter must communicate electronically with a student in private, either another adult must be present, or the complete transcript of the chat must be available for a parent or guardian to review. Electronic communication to minors should be sent using an organization account and must either include a parent, guardian or second adult, or recorded in a way that can be reviewed by a parent or guardian.

Virtual Sessions

Links or connection information for virtual sessions with minors must not be posted online, for example, on websites or through social media. Information about the session, including the date, time, and reason for the session, must be shared in advance with a parent or guardian of each minor in the session. Each school session for which only one adult and one minor is present must be recorded and retained so that it can be reviewed up to 30 days from the end of the session by school administrators, parents or guardians following the federal Family Educational Rights and Privacy Act (FERPA) regulations. Parishes are not required to follow FERPA regulations. Parish sessions for which only one adult and one minor is present must be recorded and retained so that it can be reviewed up to 30 days from the end of the session by parents or guardians and the pastor or his designee. If a second adult or a second minor is present in either school or parish sessions, recording is not required. The second adult must have completed the diocesan requirements for safe environment training and background checks.

Session attendance should be limited to those invited by using passwords, passcodes, registration or waiting rooms as part of the invitation. Students must be given the opportunity to join with only an audio connection to the session if the student cannot connect to the session using video.

Sessions should originate from a professional setting such as a classroom or home-office with nothing inappropriate displayed. Everyone on the session should be dressed appropriately. Sessions should occur between normal school and parish hours as determined by each entity. The Internet and equipment capabilities of the participants should be considered to avoid the need to use cell phones.

No one may enter the session until the instructor/moderator begins the session. A waiting room may be used for participants before the session begins. Everyone should leave the instructor/moderator once the session ends.

Questions regarding this policy may be directed to the Diocesan Superintendent of Schools for school issues or the Chancellor for other entities.

Effective 07/06/2020
Revised 11/22/2020

Problems viewing PDF? Download

☐ I hereby represent that I have downloaded, read, and understand this document.

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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)

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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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A note regarding emails:

The rise in SPAM emails has created an equal rise in the aggressiveness of the measures to combat it. Consequently, many of our emails are blocked by SPAM filters. If you are using any software or tools within your email program to filter SPAM, please make sure that you allow messages from system@virtus.org. You may also want to contact your network administrator to make sure that your network allows messages from us. SPAM filtering is the number one reason for our emails not to be received.

[Go to VIRTUS Online] [Close Browser]
How to Register as a Minor (Age 17 or younger)
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**Emails you may receive:**

The Diocesan Safe Environment Coordinator will “activate” your account in VIRTUS. Once this is completed you might receive an email with this type of verbiage. This information will also be sent to the location you selected during the “registration”.

*** This is an automated email message. Please do not reply. ***

You have successfully registered for a VIRTUS training session.
Your User ID is: *this will be the user id you set up during registration.
If you do not remember your password, click the "Need login information?" link at www.virtus.org (DO NOT DO THIS)
*contact your local administrator
We no longer provide on-site training.
We only offer online training.
If you have not been assigned the proper training please contact me at your earliest convenience.
I will then assign the training to you.
Your VIRTUS Online Coordinator is:
Virginia Trujillo
trujillo@davenportdiocese.org
563-888-4230

If you are assigned the training manually by the Diocesan Safe Environment Coordinator you will see an email like this:

*** This is an automated email message. Please do not reply.
Your VIRTUS online administrator has assigned you online training.

Clicking on the link below will automatically log you into the virtus program. For your own security, please do not forward this message.

To access this training, visit
http://www.virtus.org/login/login.cfm?i=060615172D1F0A041B0B491D1007151701160C1C574441445615130016141D17104E1319161A41555143&e=1&t=1.

Training Courses Assigned:
Davenport Annual Safe Environment Online Training 2021

Your user id is:

If you do not remember your password please contact your local coordinator.

Once you have logged in, on the Home tab. Assigned course(s) listed is in blue in the first box.

If you have any questions, please contact your local parish/school local coordinator.

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How to Register as a Minor (Age 17 or younger)  
(Registration and Training Video)

Step 2: Complete the required module training

You should see the sign in page.

You will enter your User ID and Password you created when you registered. Keep this information as you will be asked to use it again. You might receive an email as well.

This is the screen you will see when you log into VIRTUS.

This “Home” tab will show you the items you need to complete. If you see some of the text in “blue” or “red”, click on that link and it will take you to where you need the proper area to complete the task.

You will see the following screens as you move along the training module.

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In a pop-up window you will start the training:
You will then have 6 questions to answer and videos to watch.
You will see this last screen, when you see it you can X out of the program.
How to Register as a Minor (Age 17 or younger)  
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Healthy Relationships for Teens 2.0 Online Module_Expansion with Safe Environment Component
Lesson 1: Healthy Relationships Core Module_Lesson 1 of 5

Congratulations on completing this program!

You will see this screen when you have completed the training.

Resources for help:
In an effort to foster healthy relationships and provide an avenue for ongoing support for those in crisis or in need of respect, all the resources provided are not affiliated or supported by the VIRTUS Programs. Rather, they are a collection of resources that are well respected in the overarching victim assistance community and may be helpful to you or someone you know. Please:

- If someone is in immediate danger, call 911.
- National Domestic Violence Hotline: 1-800-799-SAFE  
  www.ndvh.org
- National Sexual Assault Hotline: 1-800-656-HOPE             
  www.rainn.org
- National Suicide Prevention Hotline: 1-800-273-TALK          
  www.suicidepreventionlifeline.org
- Child Protective Services for help reporting child abuse: 
  https://www.childwelfare.gov/find/abuse/reportabuse/

Please ensure that you completely close this window upon completion. Then, a certificate of training completion will be available for you in your online account.

CLICK HERE TO PRINT A CERTIFICATE OF COMPLETION
CLICK HERE TO CLOSE THIS WINDOW

You can now successfully log out.