New Employees or Volunteers Working with Money 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 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.

Completion of training, acknowledging our policies and clearing a background and/or credit check is required before you can start working and/or volunteering. Background and credit checks can take up to 2 weeks to clear our system.

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, 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 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.
  - Do NOT use browser back button.

- **ESR**
  - Please have your Driver’s License and SS# available so you don’t get removed from the program.
  - If you don’t have driver’s license and or SS# you will have the option to mark that you don’t have these items.
  - The system will log you out after 30 mins to ensure security.
  - If you do not complete this in the time allotted we will have to assign you the link again.
  - Do NOT use browser back button, use the arrows on the right side to expand that area.

Let’s get started!
New Employees or Volunteers Working with Money Only: How to complete registration, background and credit check

Open the internet with Google Chrome and go to www.virtus.org.

This is the 1st screen you should see.

**STEP 1 – Registration in VIRTUS:**

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.
New Employees or Volunteers Working with Money Only:
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Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Davenport, IA (Diocese)
- Covington, KY (Diocese)
- Cristo Rey Jesuit High School - Baltimore
- Crockett - St. Philip's Church - Bermond (Diocese)
- Crockett (Diocese)
- Crozier Fathers and Brothers Province
- Cross Catholic Outreach
- Dallas for International Priests (Diocese)
- Dallas, TX (Diocese)
- Damien Memorial School - Hawaii

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

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.

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.

Have you previously registered with VIRTUS Online? Yes No

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 “Jones” are also likely to already be in use.

I 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

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New Employees or Volunteers Working with Money Only:
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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.
New Employees or Volunteers Working with Money Only:
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Please select the primary location where you work or volunteer.

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.

If you work/volunteer at several locations you will have the opportunity to record them as well.
New Employees or Volunteers Working with Money Only:
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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 Para educators.

- 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

Please put in this box what you do (catechist, playground, etc.), then continue.

Check this box so a “credit check” can be run. If you skip this and you need to have a “credit check” you will need to start the process again.

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

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

Please review this to make sure it is correct.

Are you associated with any other locations?

Yes  No

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

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New Employees or Volunteers Working with Money Only:
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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]

Very Important
The next section is going to give you a list of position that need a "credit" check. If you work with monies in any variety, sign checks, finances, etc. Please select one of the titles, if those don’t apply please select “handle money”

Volunteer
Which one of the following best describes your Role as a Volunteer for the Diocese of Davenport:
- Candidate for Ordination
- Deacon Formation
- Bookkeeper
- Business Manager
- Handle Money
- Lay Director
- Money Counters
- Office Manager
- Script
- Trustee
- None of the above

You will need to select one of these areas if it applies. Some roles require “credit checks”. This is where ESR (company that runs our checks) get that information.

This might say "Employee” depends on how you answered the previous questions.
New Employees or Volunteers Working with Money Only: How to complete registration, background and credit check

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

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

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

Do you chaperone overnight events?
- Yes
- No

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

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.

Diocese of Davenport
Policies Relating to Sexuality and Personal Behavior

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

You will need to review and read the diocesan policies, then click on the link.
New Employees or Volunteers Working with Money Only:
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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.

I understand and agree that my employment and/or volunteer work for the Diocese of Davenport and any diocesan entity is contingent on compliance with the diocesan safe environment policies, procedures and requirements.

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

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 innuendo, 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 session once the instructor/moderator ends the session.

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

Problems viewing PDF? Download

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

Continue

Last screen of the registration will look like this.

Click on “Go to VIRTUS Online”

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.

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 systems@virtus.org. You may also want to contact your network administrator to make sure that your network allows messages from systems@virtus.org. SPAM filtering is the number one reason for our emails not to be received.

Go to VIRTUS Online Close Browser
New Employees or Volunteers Working with Money Only:
How to complete registration, background and credit check

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.
*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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Step 2: Processing your background and credit check

You should go back to www.virtus.org, if you need to click on “home” to see the screen below. You should be already logged in you will see the following screen, if it asks for your User ID and Password, that means you are not logged in and will need enter your user id and password again. *Failure to complete all steps results in “noncompliance”.

![Diagram of Virtus.org background and credit check process]

You will click on the red verbiage and it will take you to the next step. You will be 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.

---

**Do you need a credit check?**
If you fall into one of these categories a credit check is required.

- [ ] Priest
- [ ] Deacon
- [ ] Deacon Formation
- [ ] Candidate for Ordination
- [ ] Seminarian
- [ ] Principal
- [ ] Parish Life Administrator
- [ ] Business Manager
- [ ] Bookkeeper
- [ ] Handle Money
- [ ] None of the above

If you need a Credit Check and forget to answer the questions properly you will be sent a new invite to complete the process again.

Due to new consent forms that have special language I have to send you a new invite.
New Employees or Volunteers Working with Money Only:
How to complete registration, background and credit check

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 from the program.
- If you don’t have driver’s license and or SS# you will have the option to mark that you don’t have these items.
- The system will log you out after 30 mins to ensure security.
- If you go over this we will have to assign you the link again. Do not use phone or iPad.
- Do NOT use browser back button, use the arrows on the right side to expand that area.
New Employees or Volunteers Working with Money Only:
How to complete registration, background and credit check
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You will use your mouse to write your name. Has to fill the box or it will not accept it. Here is an example.

Boxes need to be checked.
New Employees or Volunteers Working with Money Only:
How to complete registration, background and credit check
New Employees or Volunteers Working with Money Only:
How to complete registration, background and credit check

The next screens are going to ask for personal, work, and school information. Screens will be different depending on how you answer the questions. Please make sure you have filled in all the required areas or you will not be able to move onto the next screens.
New Employees or Volunteers Working with Money Only: How to complete registration, background and credit check
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[Diagram of ESRCheck application]

1. Enter School Address:
   - Select Address Type: School
   - Enter From Date and To Date
   - Enter School Name, Country, Zip Code, State, City, County, Street Address
   - Check Yes or No for Attention prompt: Did you attend school outside of your home address in the past 7 years?

2. Addresses:
   - Carefully review the list below and ensure all addresses have been added.
   - Click on any address row to edit or remove.
   - Use the buttons to either complete the process or enter an additional address or name.

[Buttons: Yes, No, I’ve Finished Adding Addresses, Need to Add Another Address or Name]
New Employees or Volunteers Working with Money Only:
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New Employees or Volunteers Working with Money 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.
Background and Credit checks can take up to 2 weeks to process.
New Employees or Volunteers Working with Money Only:
How to complete registration, background and credit check

Emails you may receive:

ESR Background Check Applicant Portal

Welcome to the ESR Applicant Portal

The ESR Applicant Portal is the place to interact with us regarding additional information that we may need to complete your background check, to obtain copies of notices and your federal, state and local rights, and to obtain a copy of your report when it is complete. When you login to the portal, you will find instructions for any items that we need. Should we discover that we need something new, you will receive a notice asking you to log into your Applicant Portal. We will also remind you about things we are waiting for. Should you have any questions regarding the Applicant Portal, you can reach us at ESRCare@esrcheck.com

Login to the Applicant Portal Now

PLEASE NOTE: We may discover at different times during your background screening process that we need additional information from you. Each time this happens we'll contact you by email to inform you of our request and to ask that you login to the Applicant Portal to respond to it. On certain days you may get more than one email notification or reminder.

Thank you for your cooperation!
EMPLOYMENT SCREENING RESOURCES
Employment Screening Resources (ESR)
www.esrcheck.com
7110 Redwood Blvd., Suite C
Novato, CA 94945-4141
Phone: 888-999-4474

ESR Background Check Applicant Portal

Welcome to the ESR Applicant Portal

Your Personal Identification Number (PIN) is: 0950

PLEASE NOTE: We may discover at different times during your background screening process that we need additional information from you. Each time this happens we'll contact you by email to inform you of our request and to ask that you login to the Applicant Portal to respond to it. On certain days you may get more than one email notification or reminder.

Thank you for your cooperation!
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www.esrcheck.com
7110 Redwood Blvd., Suite C
Novato, CA 94945-4141
Phone: 888-999-4474

Employment Screening Resources
7110 Redwood Blvd. Ste C
Novato, CA 94945
888-999-4474
New Employees or Volunteers Working with Money Only:
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The attached PDF file is a combined copy of the individual standalone documents that were completed and/or signed electronically at our website. This copy is for your information and personal record keeping and requires no action on your part.

=================================================================================================
Receipt for and Confirmation of Electronic Signature
=================================================================================================

Document Signed: AUTHORIZATION, AND CONSENT FOR RELEASE OF BACKGROUND INFORMATION
Name of person affixing their electronic signature: newperson2021
Employee e-mail address designated for electronic communication: trujillo@davenportdiocese.org
IP Address of computer used to sign the document: 172.24.32.157
Date and time of signature: Jan 06, 2021 at 11:40:40
Document Number: 867240

Employment Screening Resources certifies as follows:
Neither the data entered by the person above or their electronic signature can be edited under any circumstances once submitted to the system.

This receipt is not transmitted unless the document has been signed and submitted by the person completing it.

Employment Screening Resources (ESR)
www.esrcheck.com
7110 Redwood Blvd., Suite C
Novato, CA 94945-4141
Phone: 888-999-4474

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