New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

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.

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 Safe Environment 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 allow pop ups!

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.
  - 13 Lessons will take about hour.
  - 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 Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or 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]

Did you do VIRTUS in another diocese? **STOP** and talk to your local coordinator, we can have your previous account transferred to our diocese.
New Employees or Volunteers Working with Minor and or Vulnerable Adults: 
How to complete registration, training compliance and background and or credit check

How to complete registration, training compliance and background and or credit check

If you registered in Spanish, these screens will appear in Spanish, but remember the ESR program is not in Spanish ONLY English.

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

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

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.

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 “infants” 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
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

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

Background Check Information
List any maiden names or other known names.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Alias 1</td>
<td>first name</td>
</tr>
<tr>
<td>Alias 2</td>
<td>last name</td>
</tr>
<tr>
<td>Alias 3</td>
<td></td>
</tr>
</tbody>
</table>

Continue

* Required field
* One field in this group is required
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

Please select the primary location where you work or volunteer.

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosgrove – St Peter Church (Cosgrove)</td>
</tr>
<tr>
<td>Davenport - All Saints Catholic School (Davenport)</td>
</tr>
<tr>
<td>Davenport - Assumption High School (Davenport)</td>
</tr>
<tr>
<td>Davenport - Chancery Office (Davenport)</td>
</tr>
<tr>
<td>Davenport - Congregation of the Humility of Mary (Davenport)</td>
</tr>
<tr>
<td>Davenport - Holy Family Church (Davenport)</td>
</tr>
<tr>
<td>Davenport - John F. Kennedy Catholic School (Davenport)</td>
</tr>
<tr>
<td>Davenport - Minnie's Maison Clothing Center (Davenport)</td>
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<tr>
<td>Davenport - Our Lady of Victory Church (Davenport)</td>
</tr>
<tr>
<td>Davenport - Our Lady's Joy HomeSchool Co-Op (Davenport)</td>
</tr>
<tr>
<td>Davenport - Sacred Heart Cathedral (Davenport)</td>
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<tr>
<td>Davenport - Spirit Inc. (Davenport)</td>
</tr>
<tr>
<td>Davenport - St Alphonsus Catholic Pre-School (Davenport)</td>
</tr>
<tr>
<td>Davenport - St Alphonsus Church (Davenport)</td>
</tr>
<tr>
<td>Davenport - St Anthony Church (Davenport)</td>
</tr>
<tr>
<td>Davenport - St Paul the Apostle Catholic School (Davenport)</td>
</tr>
<tr>
<td>Davenport - St Paul the Apostle Church (Davenport)</td>
</tr>
<tr>
<td>Davenport - Teddy Bear Club Preschool (Davenport)</td>
</tr>
<tr>
<td>Davenport - Villa Maria PreSchool via Assumption HS (Davenport)</td>
</tr>
</tbody>
</table>

Use the drop down arrow you find the location where your work or volunteer at the parish and or school. **DO NOT SELECT “DAVENPORT – WEBINAR TRIANING ONLY”**

You need to select one “role” (above the line) and then one or more “roles” below the line. This will be for the 1st location you choose.

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.*

If you are a licensed school teacher with the State of Iowa you click on “Educator”

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

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New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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Please select any additional roles you perform at this location

- **Business Mgr/BookKeeper/Finances/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**

- **Credit Card Holder on behalf of parish/school**

- **DRE/CRE**

- **Driver of Minors**

- **Homebound/Hospital/Nursing Home**

- **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**

- **Lay Director**

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

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

- **Money Counter**

- **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 Coordinator**
  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**

Marking one or more of these boxes will trigger a “credit check” set by the parameters of the Diocese of Davenport. If you skip this and you need to have a “credit check” you will need to start the process again.

*This is a soft check and will not reflect on your credit reports.*
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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For each role, please indicate the date you began or will begin service

Davenport - Webinar Training Only

Role: Other-Do NOT count in Audit #s
Start Date: 04/17/2020
Volunteer

You have chosen following locations and roles:

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

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.

If you are a licensed school teacher with the State of Iowa you will see this additional question.
New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check

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

Very Important
The next section is going to give you a list of positions that require a "credit" check. If you work with monies in any variety, sign checks, finances, etc. This is a soft check so will not be reflected on your credit report.

If you are an "Employee" you will see these options:

Employee
Which one of the following best describes your Role as an Employee for the Diocese of Davenport:

- Priest
- Deacon
- Bookkeeper
- Business Manager
- Handle Money
- Lay Director
- Check Signer
- Parish Life Administrator
- Principal/Assistant Principal/President
- Seminarian
- Credit card holder on behalf of parish and or school
- Other: I have been told I need a credit check
- Other: my parish/school is requesting I have a credit check
- None of the above

By selecting one of these a "credit check" is required for you to volunteer in a particular role. This is a soft check so will not affect your credit score.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

If you are a “volunteer” these options will show:

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
- Check Signer
- Money Counters
- Office Manager
- Script
- Trustee
- Credit card holder on behalf of parish and or school
- Other “I have been told I need a credit check
- Other “my parish/school is requesting I have a credit check
- None of the above

By selecting one of these a “credit check” is required for you to volunteer in a particular role. This is a soft check so will not affect your credit score.

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.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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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.

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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 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

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.

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New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

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. 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 to the Chancellor for other entities.

Effective 07/06/2020
Revised 11/25/2020

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
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

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 systemvirtus.org. You may also want to contact your network administrator to make sure that your network allows messages from systemvirtus.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 Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or 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.

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.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

Step 2: Complete the required module training

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 “Home” tab will show you the items you need to complete. If you see some of the text in “red”, click on that and it will take you to where you need the proper area to complete the task.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

Online Training Modules

To begin your online training, please click the title of your assigned training:

Protecting God's Children® Online Awareness Session 4.0
Assigned: 12/02/2021
Due: 12/19/2021

Other Languages Available (You may change versions)
Otros idiomas disponibles (puede cambiar versiones)

Welcome to the Protecting God's Children® 4.0 online awareness training.
During this training module you will learn about the reality of child sexual abuse, as well as tangible action plan safe adults can all take to prevent and address abuse.

This module is constructed around multiple-choice questions and short videos to further enhance learning this subject. After you select an answer to each question there will be a pre-question for each lesson, you will watch a short video of the relevant issues addressed in the question. Then, you will see the same question, again, and be prompted to either accept your original answer, or to change your answer based on the information provided in each video.

Each wrong answer will provide additional background information designed to help you select the correct answer.

Time investment: There are 13 lessons within this module. It will take approximately 80 to 95 minutes to complete the training.

Please note, for optimal viewing, please do not attempt to "fast forward" any of the videos or lessons, as it can compromise the progression of the video. While it is best to complete the training within one sitting, if you must pause and finish your session early, then simply log-out of your account. When you're ready to complete your training, log back into your account and click on your Training tab. When you click on the training again, it will bring you back to the beginning of the lesson that was left incomplete.

Now, let's begin with the first question.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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There are 13 lessons, please allow an hour for the training.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

Thank you for completing this training module.

Please keep the following in mind:

- If any child is in imminent danger, call 911 immediately.
- If you suspect or know about any child sexual abuse, you should report this abuse to the civil authorities in your state. You can find the reporting information by state [here](https://www.virtus.org).
- If any suspected abuse involves a fellow church volunteer, employee or member of the clergy, you should first notify the civil authorities, and then also notify a church official.

Don’t forget to check [www.virtus.org](http://www.virtus.org) regularly for more information.

[Click here to print a certificate of completion]

[Close this window when you have completed the training.]

When you see the “home” tab, please click on this and it will show you what needs to be completed. Anything in red needs to be addressed.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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Step 3: Processing your background and or 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 3 steps results in “noncompliance”.

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 .

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
- Check Signer
- Money Counters
- Office Manager
- Script
- Trustee
- Credit card holder on behalf of parish and or school
- Other - I have been told I need a credit check
- Other - my parish/school is requesting I have a credit check
- None of the above

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

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 Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

**Background Check**
Are you an Employee in the Diocese of Davenport (IA), with a parish, Catholic school, or other diocesan entity?

**Employee**
Which one of the following best describes your Role as an Employee for the Diocese of Davenport:
- Priest
- Deacon
- Bookkeeper
- Business Manager
- Handle Money
- Lay Director
- Check Signer
- Parish Life Administrator
- Principal/Assistant Principal/President
- Seminarian
- Credit card holder on behalf of parish and or school
- Other: I have been told I need a credit check
- Other: my parish/school is requesting I have a credit check
- None of the above

**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
- Check Signer
- Money Counters
- Office Manager
- Script
- Trustee
- Credit card holder on behalf of parish and or school
- Other: I have been told I need a credit check
- Other: my parish/school is requesting I have a credit check
- None of the above

You may see “Employee” or “Volunteer” based on your position. Options are different.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or 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 Minor and or Vulnerable Adults:
How to complete registration, training compliance and background and or credit check

Step 1 - Please Introduce Yourself

Please enter your legal first and last name, as well as where you currently live and where you'll be working. They're usually the same, but not always.

- Legal first name: newperson2021
- Legal last name: newperson2021
- Is this your full legal name?: Yes
- Current country of residence:
- Current state of residence:
- I will be working in the state of:
- I will be working in the city of:

Continue
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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Boxes need to be checked.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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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.
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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- Step 1 - Please Introduce Yourself
- Disclosure of Background Investigation
- Notices, Rights and Acknowledgements
- Authorization and Consent to Background Investigation
- E-Sign Notification

Please Note: We are saving your information.
New Employees or Volunteers Working with Minor and or Vulnerable Adults: How to complete registration, training compliance and background and or credit check

The next screens are going to ask for personal, work, and school information. Screens will be different debating 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 Minor and or Vulnerable Adults:
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[Image of registration form]

[Image of school address form]
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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[Step 2 - Tell Us About Yourself]
- Driver's License
- Addresses

Submit Form

Next Page  Cancel

Attention
Once you leave this page you won't be able to change or add information. Are you sure you're ready to move to the next step?

Yes, I am ready to continue to the next page
No, I am not finished with this page
New Employees or Volunteers Working with Minor and or Vulnerable Adults:
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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 Minor and or Vulnerable Adults:
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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.

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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 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.

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www.esrcheck.com  
7110 Redwood Blvd., Suite C  
Novato, CA 94945-4141  
Phone: 888-999-4474