

Before completing Protecting God's Children training Online, all participants must first register with VIRTUS Online.

Click on this link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=19056



Create a user ID and a password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click **Continue** to proceed.

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jsmith' and 'jones' 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:

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 8 characters long.

Your password must be at least 8 characters long.

Provide all the information requested on the screen, such as: Full First Name, Full Middle Name & Full Last Name, Email address, Home Address, City, State, Zip, Phone, Last 4 Digits of SSN, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noadress@virtus.org.

Please provide the information requested below

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

Full First Name: *

Full Middle Name: *

Full Last Name: *

Email: *

Home Address: *

Home Address Line 2:

City: *

State: -- Select -- *

ZIP: *

Phone: *

Last 4 digits of SSN: *

Date of Birth: mm/dd/yyyy *

Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Please select the primary location where you work or volunteer.

Primary location: - Please select -

Select the role that you serve within your parish. Please check **only one** role that applies.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

Click **Continue** to proceed.

Please select the primary role that you play within your diocese

Volunteer Unpaid persons who assist the diocese and work with children or vulnerable adults.

Educator Paid teachers, principals, and administrators in diocesan/parish and parish schools.

Employee Paid persons (other than priests/deacons or educators) who are employed by and work directly for the diocese/parish or parish/schools, such as central office/administrative/center personnel, youth ministers, parish ministers, school support staff, recory personnel, etc.

Priest Diocesan priests/deacons in active or supply ministry, retired clerics, religious order.

Seminarian/Candidate for ordination All seminarians and candidates for the permanent diaconate.

Deacon Diocesan priests/deacons in active or supply ministry, retired clerics, religious order.

Access to Diocesan Policy Book, SRA and Virtus Training Only Volunteers (who do not work with children or vulnerable adults) who assist the diocese.

If you have a title within your diocese, please enter it below. If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

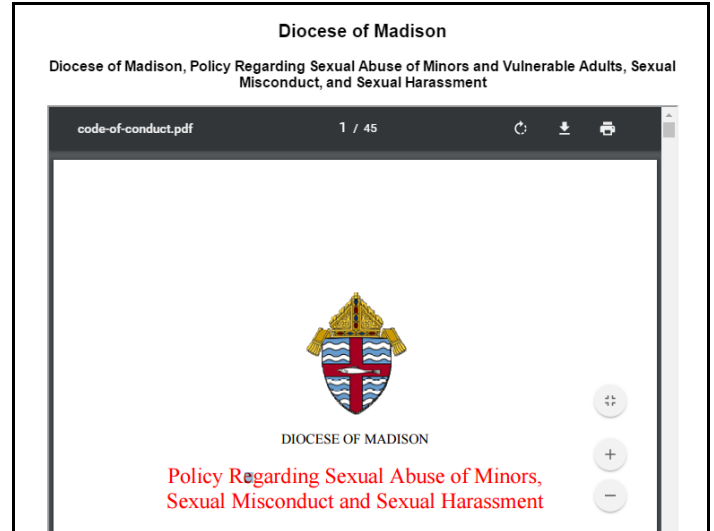
Registration Instructions Diocese of Madison

All registrants must please read the **Diocese of Madison, Policy Regarding Sexual Abuse of Minors, Sexual Misconduct and Sexual Harassment.**

To read the entire document, please scroll down to view.

Please enter your name and today's date to confirm you have read the policy and agree to the (SRA) Statement of Receipt and Agreement. (This provides an "electronic signature.")

Click **Continue** to proceed.



I agree with the statement below:

By signing this statement, I acknowledge that I have received the document A Safe Environment for All: Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment issued in 2003 (revised in 2016) and the document Diocese of Madison Code of Pastoral Conduct. I acknowledge that I have read and I understand the Policy and the Code.

Further, by signing this statement, I agree to abide by all the provisions contained in both documents. I understand that this agreement is required for me to serve in any capacity of ministry, or to be employed by or volunteer for the Diocese of Madison, its parishes, schools, institutions, offices, or programs.

I understand that failure to comply with the policy and the code subjects me to the responses outlined therein, including termination.

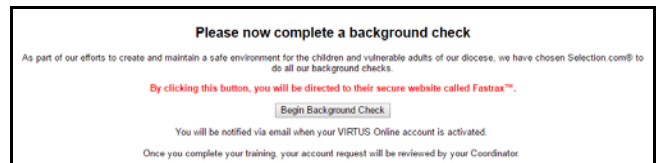
I hereby acknowledge receipt of the Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct, and Sexual Harassment and the Diocese of Madison Code of Pastoral Conduct. I agree to abide by the provisions of both.

Please enter your name and today's date to confirm you have read the above policy and agree to the (SRA) Statement of Receipt and Agreement. (This provides an "electronic signature.")

Full Name (first, middle and last): (John D. Smith)

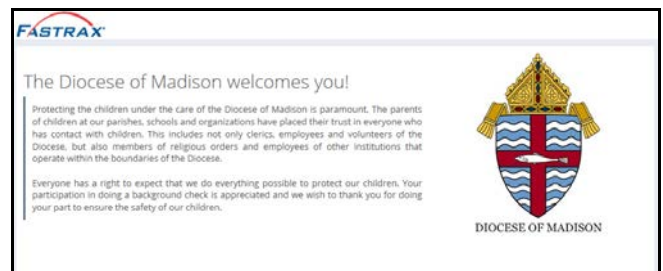
Today's Date: (mm/dd/yyyy)

Click on **Begin Background Check** to be directed to the Selection.com background check secure website, if required to complete a background check.



You are now within the secure website of **FASTRAX®**. Please click on **Enter Background Check Info** to proceed.

Please complete the following steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check. Once you close the *Fastrax* screen, you will be taken automatically to the online training course.



Please read the Fair Credit Reporting Act and then click on 'I Agree' to continue.

Enter the necessary fields referenced in red that have not yet been populated.

Click **Next** to proceed.

Review and sign the release by entering your first initial and last name, such as JDoe, and enter the last four digits of your social security number.

Click **Next** to proceed.

Review your information provided, and please note that you can go 'Back' as needed.

Continue to view this page.

You can request a copy of your background check by checking the box and providing an email address. Please note that you also can call 800-325-3609 to request the report.

Click **Submit Request** to proceed

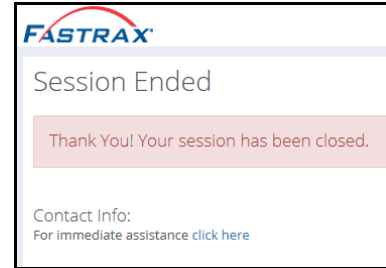
You will see where your submission was successfully submitted and that your information has been received.

Click **Close** to proceed.



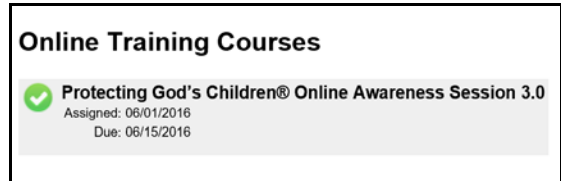
You will see where your session has ended, and you can receive immediate assistance, as needed, by clicking on this page.

Return to the VIRTUS Tab and proceed directly to the online training.



Click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.



If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

To contact the background check provider, Selection.com, please contact their helpdesk at 800-325-3609.

Thank you!

