Completing the Diocesan Office of Safe Environment Requirements

All Volunteers, Employees, and Educators in the Diocese of Madison are asked to complete the requirements for the Office of Safe Environment, which include a background check, review of the diocesan safe environment policies, and completing an online safe environment training course. This typically takes about an hour and a half to complete. Please follow the directions below to walk through this process.

*Please note, the system will NOT allow you to process your background check if you are completing this on a smartphone or tablet, due to security restrictions. Please use a standard computer.*

1) First go to the Diocese of Madison website: www.madisondiocese.org
   The site will appear similar to below:

![Diocese of Madison Website](image1)

2) At the top, under Offices & Apostolates, click on Safe Environment in the dropdown, as seen below:

![Dropdown menu](image2)
3) Your screen will refresh, similar to the screen below:

4) If you have already registered, click the one of the first set of links, otherwise click one of the links indicated above. You will be taken to the Virtus online website, seen below. Please enter in a UserID and password (as seen in the example below), then click the Continue button.
5) On the next screen, seen below, enter in the all the information thoroughly, to create an account for yourself. Full name, home address, date of birth, phone, email, etc. should be complete and correct for us to be able to identify you in our database accurately.

(*Note: Do not click the back button on your internet browser or your registration will be lost)

6) On the next screen, select the primary location/organization where you are volunteering or will be employed. (depending upon your circumstances, this may NOT be the place where you are currently a parish member) Click the drop down arrow indicated below to see the different options. If you do not know the name of the primary location/organization, please contact the person at your organization or school who contacted you to complete this information.

Click Continue when you’ve selected your location.
7) On the next screen, please select Volunteer (not paid), Educator (paid position) or Employee (paid position). Please check only ONE role that most accurately describes your position. Fill in your title, then click Continue.

8) Next, you must read/review the diocesan safe environment policies seen in the screen below. You may scroll down on the policy as seen indicated below on the right side, to read it online. Or, if you wish, you may click on the link below the viewable window, to download it directly in a readable pdf format, as indicated on the left side below.
9) Scroll down to the bottom ½ of the page, and enter in your name in the format requested (first, middle and last) along with typing the date. This will provide your electronic signature to the document and statement above. Afterward, click Continue.

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 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): Anna Unknown Delaney (John O. Smith)

Today’s Date: 5/13/2018 (mm/dd/yyyy)

10) Next, you will see a message in the middle of your screen similar to the one below. Please click on the Protecting God’s Children Online Awareness Session 3.0 words seen below, this will start your training session:
11) After clicking the link, you will see a popup screen, similar to the screen below. Please note that it is a popup and that the Virtus online webpage is still listed behind it.

12) Please click the words: Click Here to Start to start watching this training. It will take approx. 1-1/2 hours. Please note, if you exit out of this training screen it will start over. Please finish all the training in one sitting. The first lesson, and those following it, will be similar to the one seen below:

Please answer the question on the left by selecting one of the options by clicking the radial buttons, click to Submit Answer, and you will receive confirmation of your answer, similar to the screen below.

After clicking Continue, a video will start up. After the video, you will be asked to review your answer, change it if you’d like, and then it will give the answer and give a short explanation of the answer.
13) After you work through all the training and closing the training videos, you will be back on the main Virtus Online site, and will see a message similar to below. Please click the Begin Background Check button, to fill in information in order to complete a background check.

![Background Check Message](image1)

14) Please note that a new webpage will open on your internet tabs, similar to the image below. You will still have the Virtus Online website open, but the Fastrax website will also be open, which is a secure website where you can enter sensitive data, such as your social security number. Click where it says to Enter Background Check Info.

![Fastrax Website](image2)
15) On the next page, please read and click **I Agree** to the information seen below:

![Image of a screen showing an inquiry release form.](Image)

16) On the next screen, please review and fill in the information that is marked in Red, which is required. This includes SSN, Driver’s License, address, etc.

![Image of a screen showing personal identification and a warning about proper processing of information.](Image)

At the bottom, after filling in all information, click **Next**, as indicated below.

17) The next screen will ask you to sign a release of information form, in order for the Diocese of Madison to review the information that Selection.com, the parent company of Fastrax creates when they process a background check. Please enter in your signature (first initial and last name), the Last 4 of your SSN and click **Next**.
18) On the **Review** page, please read all the information, then if you wish to also receive a copy of this background check through email, enter in your email address and check the box. Otherwise, click **Submit Request** as seen below:

19) You will receive a confirmation that your information has been submitted:
20) You will see where the session has ended, as seen below. Please close your browser.

21) You have now completed the information needed for the Safe Environment office of the Diocese of Madison.

If you have any trouble with the Virtus Online training screens, please call their help desk at: 1-888-847-8870 between 8-5pm M-F.

If you have trouble with the background check provider (Fastrax), please contact their helpdesk at: 800-325-3609. Thank you!