Registration Instructions for New Users

If you have already attended a VIRTUS session, please do not complete this registration process. You will need to contact your parish or Catholic school Safe Environment Coordinator in order to gain access to your already existing VIRTUS account. If you did previously attend, you will need the “Guide for Current Employees & Volunteers.” Your local SE Coordinator can provide a copy of this guide for you.

Before or after attending a live session of Protecting God’s Children, all participants must register with VIRTUS Online.

Go to [http://www.virtusonline.org](http://www.virtusonline.org)

On the left side of the screen, click the yellow link labeled Registration, to begin registration.

To proceed, click on Begin the registration process. (If you do not know which session you wish to attend, select View a list of sessions.)

Choose the name of your organization: St. Paul and Minneapolis (MN), Archdiocese from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is highlighted, click Select.

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.

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number 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: noaddress@virtus.org.

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

Click Continue to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

Your selected location(s) are displayed on the screen. Select YES, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.) Otherwise, if your list of locations is complete, select NO.

Select the role(s) that you serve within the Archdiocese and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.) Please check all roles that apply. Additionally, enter your title in the box provided (which best describes your role(s)) - i.e. Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Pastor, Room Mom, Seminarian, etc.

Click Continue to proceed to the next screen. Please select any additional roles that may apply. Click Continue to proceed.
Answer two (2) YES/NO questions. Click Continue to proceed.

Please answer YES or NO to the following questions:

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese?

Have you ever had a background check conducted by the Archdiocese of St. Paul & Minneapolis, or a Catholic school or parish within the Archdiocese within the past three (3) years?

If you answered “Yes” to either question above, please indicate the location where you had a background check (by selecting that location from the dropdown list provided):

You must contact staff at the new location where you will be serving, to complete a form for sharing a background check report dated not more than two years ago.

Click Continue to proceed.

Please answer YES or NO to the following questions:

Are you a clergy, employee or a volunteer?

As clergy, employee and/or volunteer, do you drive others as a part of your position responsibilities?

As clergy, employee, and/or volunteer, will you be responsible for handling $250 or more as part of your position responsibilities?

Click Continue to proceed.

If you drive others as part of your position responsibilities, you are required to have a motor vehicle records background check.

(Please enter your driver’s license information, as requested on the screen).

Click Continue to proceed.

Archdiocese of St. Paul & Minneapolis Code of Conduct


Click Continue to proceed.

If it appears on your registration screen, please complete the Archdiocese of St. Paul & Minneapolis Mandatory Reporting Training.

Download the Mandatory Reporting Training document, by clicking the PPT icon. Once review is complete, close the document screen, then answer the questions. Click Continue to proceed.

Review the correct answers to the Mandatory Reporting Training Quiz.

Click Continue to proceed.

As an employee and/or volunteer, please print and complete the Form B: 123B.03 Informed Consent form, then provide to your employer or supervisor, or the parish or school Safe Environment Coordinator where you will be serving.

As an employee and/or volunteer, please download and read the Tennessen Warning document, explaining your rights regarding collection of personal data.

Enter your Full Name (first, middle and last) in the box provided on the screen. (ie. John D. Smith)

Enter Today’s Date (ie. mm/dd/yyyy)

To proceed, click on the box containing the following statement:

By typing my name and today’s date, I state that I have read and understand the above information regarding my rights as a subject of government data.
As an employee and/or volunteer, please read the Summary of Rights Under the Fair Credit Reporting Act Consent form.

To proceed, click on the box containing the following statement:
I have downloaded and read the Summary of Rights Under the Fair Credit Reporting Act

Please read the Consumer Report Disclosure document.

Please answer YES or NO to the following questions:
Are you applying for employment in California, Minnesota, or Oklahoma?
If so, would you like a copy of any Consumer Report prepared on you?

Enter your Full Name (first, middle and last) in the box provided on the screen. (ie. John D. Smith)
Enter Today’s Date (ie. mm/dd/yyyy)
To proceed, click on the box containing the following statement:
By typing my name and today’s date, I state that I have read the Consumer Report Disclosure.

If you are a new employee, please print and complete the Previous Employer Background Information Release form and provide to your employer.
If you are a Catholic school teacher, please print and complete the Teacher Discipline Inquiry System Search Verification form and provide to your employer.
To proceed, click on the box containing the following statement:
I have downloaded and read the Release and Teacher Search forms if required and will provide to my employer.

Please answer YES or NO to the following questions:
Have you ever pled guilty or been convicted of sexual abuse, physical abuse, criminal sexual misconduct, other types of abuse, fraud, financial misconduct, or any other crime (except minor traffic offenses)?
Has any civil or criminal complaint been made or investigation been conducted because of allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?
Have you ever resigned from a job or been discharged by a previous employer for reasons relating to allegations that you engaged in physical abuse, sexual abuse, sexual harassment, sexual exploitation, fraud or financial misconduct?

If you answer yes to any of these questions and you are an employee or volunteer at a school or parish, please see your employer or supervisor. If you are clergy or employed directly by the Archdiocese, please contact the Director of Ministerial Standards and Safe Environment at 651-291-4400.
Click Continue to proceed.

To complete a Background Check, click on the designated link:
Begin McDowell Agency Background Check.
This link will direct you to McDowell Agency’s secure website.

You will be forwarded to the McDowell Agency website automatically in just a few seconds…

To proceed with your Background Check, enter the requested information into the designated field.
Click Submit to proceed.

If you have not attended a VIRTUS Protecting God’s Children Session, choose NO.
Otherwise choose YES.
If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** Protecting God’s Children sessions scheduled for the **Archdiocese of St. Paul and Minneapolis (MN)**.

*When* you find the session you wish to attend, click in the circle next to that date -- then click **Complete Registration**.

*(If you chose YES during the previous step, skip this step.)*

If you chose **YES**, you will be presented with a list of all **VIRTUS** sessions conducted in the Archdiocese of St. Paul and Minneapolis. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

A message will appear on your screen, confirming completion of the **VIRTUS** registration process.

If you correctly entered your email address, you will receive an email confirming your registration.

If you have questions about the registration process, please contact the **VIRTUS Help Desk** at 1-888-847-8870.