

**VIRTUS Online Training and Background Checks
Registration Instructions
Diocese of Madison
Sacred Hearts of Jesus and Mary**

NOTE: PLEASE SET ASIDE 2 HOURS TO COMPLETE THE BACKGROUND AND ON-LINE TRAINING!

If you do not follow through, you will be deactivated and unable to volunteer within a few days of signing into VIRTUS. Thank you for understanding how strict the Diocese is being with this new way of volunteering.

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. Click **Continue** to proceed.

Provide all the information requested 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.

Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location. **You will select either Sacred Hearts of Jesus & Mary Parish or School.** Click **Continue** to proceed.

Select the role that you serve within your parish. Check **only one** role. Enter your title in the box provided - ie. Catechist, DRE, Coach, Teacher, Classroom Volunteer, Eucharistic Minister, ect. Click **Continue** to proceed.

All registrants must 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. 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.

Click on **Begin Background Check** to be directed to the Selection.com background check secure website.

You are now within the secure website of **FASTRAX.** Please click on **Enter Background Check** info to proceed. Complete the steps within the background

check process. 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 and enter the last four digits of your SSN. Click **Next** to proceed.

Review your information provided. 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 1-800-847-8870.

To contact the background check provider, Selection.com, please contact their helpdesk at 1-800-325-3609.

Thank you!

If you have any other questions, please call Lisa Johnson, our Parish and School Safe Environment Coordinator at (608) 837-8509. Or Email lisa.johnson@sacred-hearts.org.