

NEW VOLUNTEERS

Archdiocese of Baltimore Registration Instructions “Volunteer with Substantial Contact with Children”

- 1) **PLEASE review all instructions before registering with VIRTUS Online.** To register, click on the following link:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37349
- 2) Provide **all** the information requested on the screen. Several fields are required, including: First & 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.
- 3) **Select the PRIMARY location** where you work or volunteer by clicking the downward arrow and highlighting the location. Click **Continue** to proceed.

For Parish, select “Sacred Heart Glyndon (Glyndon).”
For School, select “Sacred Heart Glyndon School (Glyndon).”
- 4) **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**.
- 5) **Select the role “Volunteer with Substantial Contact with Children”** that you serve within the Archdiocese of Baltimore and/or parish/school. (Use descriptions supplied to help determine appropriate role(s) to select.) Please check **all** roles that apply. Click **Continue** to proceed.

Please indicate your Ministry under “Title or Position of Service.”
- 6) **Please** answer the following two questions:
 - a. *Are you employed full or part time by the Archdiocese of Baltimore or any of its churches or schools? (Yes/No)*
 - b. *A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check **as part of your service** to the Archdiocese of Baltimore? (Yes/No)*Click **Continue** to proceed.
- 7) **Please** answer the following three questions and then Click **Continue** to proceed:
 - a. *Have you ever had your volunteer services or employment terminated by any parish, school, or institution? (Yes/No)*
 - b. *Have you been terminated from volunteer service or employment due to suspected child abuse? (Yes/No)*
 - c. *Have you ever been accused of physically, sexually, or emotionally abusing a child, or have you ever been accused of neglecting a child? (Yes/No)*
- 8) **Please** review the following documents (PDF format): *Code of Conduct for Church Personnel of the Archdiocese of Baltimore* and *A Statement of Policy for the Protection of Children and Youth*. To proceed, please **Confirm** by clicking on “I hereby represent that I have downloaded, read and understand the documents,” and enter your full name and today’s date. Click on **Continue**.
- 9) **Please** answer the ten questions presented to you. If you answer correctly, please proceed to the next.
- 10) **Please** submit three references by entering all required information. Click on **Save** to continue.
- 11) **Please** select the online session you wish to complete (English/Spanish). Click on **Complete Registration** to continue.
- 12) **Click on Complete ESR Background Check** to be directed to the ESR background check secure website. **Please** complete the steps within the background check process, for which you will need your Social Security Number, and your current and prior full residential addresses for the past seven years where you lived, worked, or studied. Once you submit your consent form in ESR, you will proceed to enter your information for the background screening. When you have successfully completed and submitted all information, close the screen, and go back to VIRTUS to complete training.
- 13) Click on the green circle to begin the Training – **Protecting God’s Children...3.2_Baltimore**.

If you have additional questions about VIRTUS Online training, please contact the **VIRTUS Help Desk at 1-888-847-8870**. If you have questions regarding your background check submission, please contact the Office of Child and Youth Protection at the Archdiocese of Baltimore at 410-547-5348. **Thank you!**

.... or contact Mary Lee McCusker, Volunteer
Screening Coordinator,
Sacred Heart Parish/School (Glyndon)
410-833-6877
mmcusker@shgparish.org

(revised 6/11/20)