

NEW EMPLOYEES

How to register for remote New Employee Orientation

PART 1 - VIRTUS Protecting God's Children online program

PART 2 - GoToMeeting NEO topic discussion

IF YOU ARE A NEW EMPLOYEE OR NEW CLERGY please complete these steps to sign-up for the two-part program:

PART 1 – VIRTUS PROTECTING GOD'S CHILDREN ON-LINE PROGRAM:

1. Go to www.virtusonline.org
2. Click on new registrant and fill-in your information with location where you work and select a session date
3. Select Protecting God's Children Online Awareness Session 3.0
4. Fill-in and sign these documents:
 - Code of Conduct
 - Disclosure Statement
 - Background Check
5. Fill-in background check information through *Selection.com/Fastrax*
6. Complete training module: Protecting God's Children Online Awareness Session 3.0 (approximately 30 minutes)

PART 2 – NEO TOPIC DISCUSSION VIA GOTOMEETING:

1. When you have completed Protecting God's Children On-line Awareness Session 3.0, you will receive a GoToMeeting invitation for the group NEO Topic Discussion.
2. Log-on to your session by clicking on the link in the invitation. You will need a camera and microphone.
3. After you have completed Parts 1 and 2 and passed the background check without any convictions, the Office of Child and Youth Protection will approve them in the VIRTUS database.

IF YOU ARE A NEW VOLUNTEER, please complete these steps to sign-up for

PART 1 ONLY - VIRTUS PROTECTING GOD'S CHILDREN ON-LINE PROGRAM:

1. Go to www.virtusonline.org
2. Click on new registrant and fill-in your information with location where you work and select a session date (2020-21 dates attached)
3. Select Protecting God's Children Online Awareness Session 3.0
4. Fill-in and sign these documents:
 - Code of Conduct
 - Disclosure Statement
 - Background Check
5. Fill-in background check information through *Selection.com/Fastrax*
6. Complete training module: Protecting God's Children Online Awareness Session 3.0 (approximately 30 minutes)
7. After you have completed Part 1 and passed the background check without any convictions, the Office of Child and Youth Protection will approve them in the VIRTUS database.

Questions

How will we know when individuals have actually completed the online VIRTUS training?

How will we get signed copies of the Code of Conduct, the Disclosure Statement, and Consent Form 303 from each new cleric, employee, and volunteer?

Do we need signed copies, since participants are required to indicate that they have read and approved these documents during the VIRTUS registration process?

How will new clergy and employees register for the GoToMeeting portion of the NEO?