

The next virtual New Employee Orientation (NEO) is **Wednesday, September 16 9:00 am – 12:00 noon**

NOTE: If you have already completed VIRTUS Protecting God's Children training as a volunteer, you do not need to follow the steps below to register online. Please email Fabienne Heacox, Safe Environment Coordinator at fheacox@dioceseofspokane.org to receive a GoToMeeting Invitation to PART 2 – NEO Topic Discussion on September 16.

If you are a new employee who has not participated in a Protecting God's Children program or New Employee Orientation, please follow the steps below to register for this session. Remote NEO is a two part program. When you register on VIRTUS, you will first complete PART 1 - *on-line* Protecting God's Children Program AND then select the session above for the *live* topic discussion on 9/16/20. Please complete PART 1 by September 15, so we can send you the GoToMeeting invitation to PART 2. Thank you!

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 New Employee Registration date in Flocknote
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 with a Participant Guide and forms to complete and return to your supervisor
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 you in the VIRTUS database.

REGISTRATION HELP OR QUESTIONS? Contact Fabienne Heacox at fheacox@dioceseofspokane.org (509) 358-7319 or Duane Schafer at dfschafer@dioceseofspokane.org (509) 358-4283