Archdiocese of Baltimore Registration Instructions Volunteer with Substantial Contact with Children

Before completing Protecting God's Children training online, all participants <u>must</u> first register with VIRTUS Online.

To register, click on the following link:

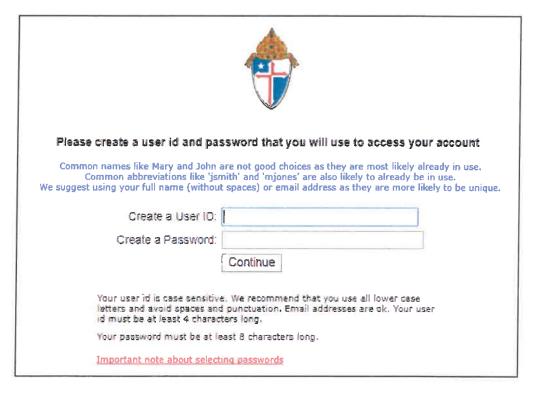
https://www.virtusonline.org/virtus/reg 2.cfm?theme=0&org=37349

Click to begin the process.

Create a User ID and 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.

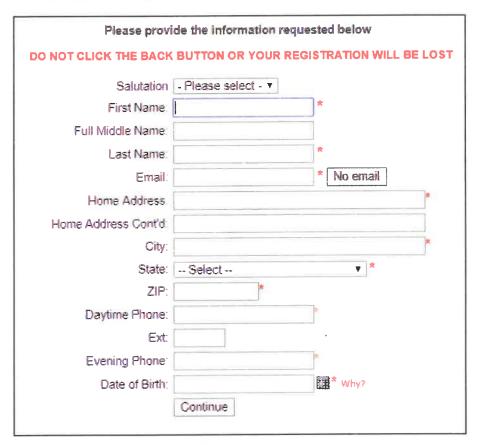


Provide <u>all</u> the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click Continue to proceed.

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 Safe Environment Liaison to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the <u>PRIMARY</u> 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).

Primary location:	- Please select -	WARRIED THE STREET
	Continue	

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

This is the list of locations with which you are associated:

Apostleship of the Sea (Baltimore)

Do you work or volunteer in another location?

YES NO

Select the role(s) 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 select the roles that you play within your diocese						
	Please check all that apply. You must select at least one role.						
	Candidate for Ordination This user is in their final preparation for Ordination to the Presthood	Ľ	Independent Contractor				
J	Deacon Those ordained as Deacons in the Ambdiocese of Battimore		Priest Those ordained to the Priesthood				
3	Teachers, Principals, Administrators, Vice Principals. This category does NOT include catechists, teacher aides, or school support staff (secretains, business managers etc.)	C	Volunteer with Substantial Contact with Children User volunteers with Substantial Contact with Children (is not compensated) for various ministerial roles in the Archdiocess of Baltimore; schools, parishes or other sites that are under the auspices of the Bishop of Baltimore				
and	Employee Anyone employed by the Archdiocese of Baltimore, other than clergy or Faculty	1,	Voluntaer without Substantial Contact with Children liser volunteers without Substantial Contact with Children (is not compensated) for various ministerial roles in the Archdiocese of Baltimore, schools, parishes or other siles that are under the auspices of the Bishop of Baltimore				
	if you have a title within your if you do not have a title, please briefly						
	Title or Diocesan function:	~~~					
	Con	tinue					

Please answer the following two questions:

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools? Do you drive as a part of your position/job?

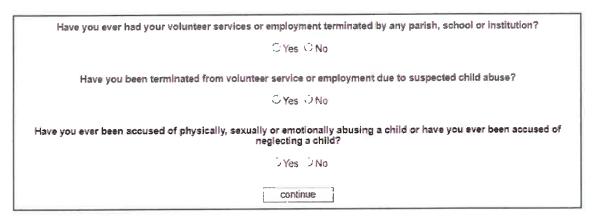
Click Continue to proceed.

Are you e	mployed full or part time by the Archdiocese of Baltimore or of its churches or schools?
	Yes O No
	Do you drive as a part of your position/job?
	○ Yes ○ No
	Continue

Please answer the following three questions:

Have you ever had your volunteer services or employment terminated by any parish, school or institution? Have you been terminated from volunteer service or employment due to suspected child abuse? Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

Click Continue to proceed.



Please review the following and respond to each of the following documents.

Code of Conduct for Church Personnel of the Archdiocese of Baltimore

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.

Archdiocese of Baltimore **Code of Conduct for Church** A Statement of Policy for the Personnel of the Archdiocese of Protection of Children & Youth **Baltimore** A Statement of Policy for the Protection of Code of Conduct for Church Personnel of the Children & Youth Archdiocese of Baltimore I hereby represent that I have downloaded, read, and understand this document. Please provide an electronic signature to confirm you have read the above documents: Full Name (first, middle and last)* (John D. Smith) Today's Date* (mm/dd/yyyy) Continue

Please answer the ten questions presented to you. If you answer correctly, please proceed to the next.

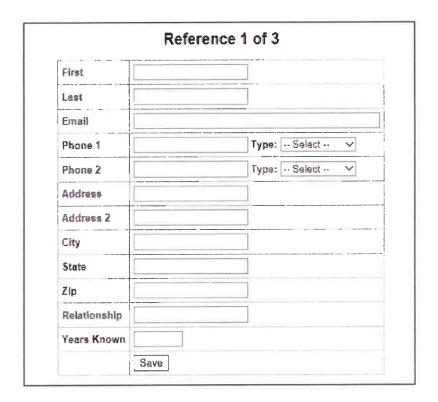
If you receive an incorrect answer, please click on Try Again.

Click Continue to proceed.

Archdiocese of Baitimore	
Policy Questions	
Please answer ALL the questions presented	
The Code of Conduct for Church Personnel applies only to employees of the Archdiocese.	
SELECT AN ANSWER:	l
Çı False	
Submit	

Please submit three references.

Click on Save to continue.



Please select the online session you wish to complete.

Click on Complete Registration to continue.

Click on Complete ESR Background Check to be directed to the ESR background check secure website.

Thank you for completing the registration process.

You have registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account.

Please complete your background check with Employment Screening Resources (ESR). By clicking on the link below, you will be directed to ESR's secure website.

Complete ESR Background Check

You will need to return to www virtus org if you log out prior to completing the online training session and re-enter your user id and password.

Go to VIRTUS Online Close Browser

Please complete the steps within the background check process, which you will need your Social Security Number or International ID number and your current and prior full residential addresses for the past seven year where you lived, worked, or studied.

Once you close the ESRCheck screen, you will be taken automatically to the online training course.



English Español

Welcome to the ESRCheck Applicant Portal.

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 1-888-847-8870. If you have questions regarding your background check submission, please contact Selection.com at 800-325-3609. Thank you!

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