## 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:

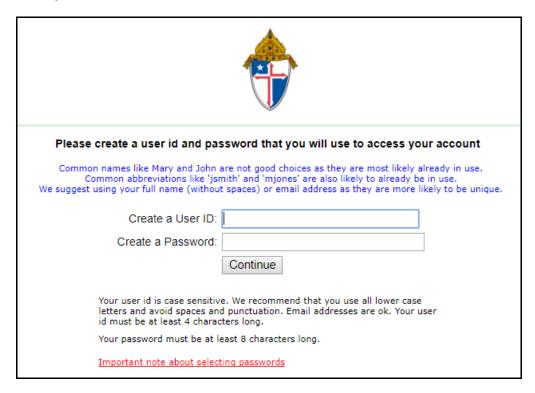
https://www.virtusonline.org/virtus/reg\_2.cfm?theme=0&org=37349

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.

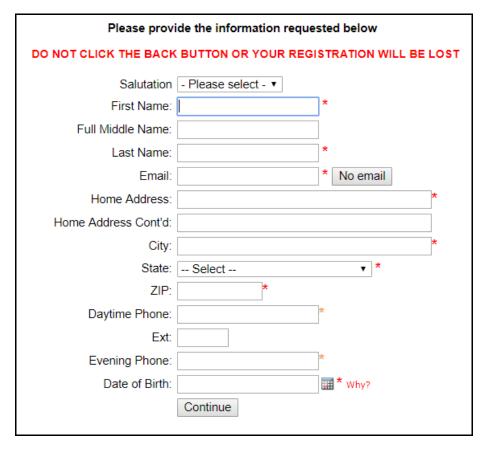


Provide <u>all</u> the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

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

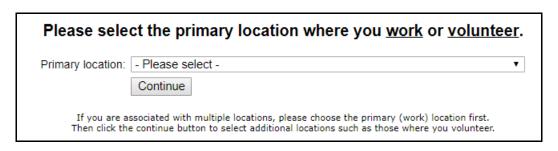
Click Continue to proceed.

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).* 

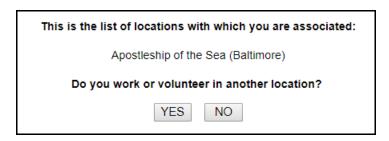


Your selected location(s) are displayed on the screen.

Select  $\underline{\textbf{YES}}$ , 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



**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.

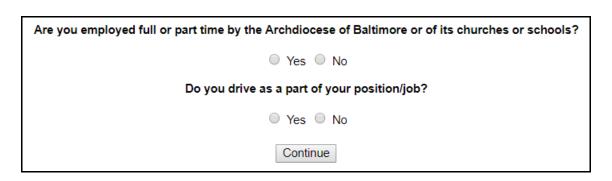
Click Continue to proceed.

	Please select the roles that you play within your diocese  Please check all that apply. You must select at least one role.					
	Candidate for the Deaconate/Seminarian This user is in their final preparation for Ordination to the Priesthood.		Priest Those ordained to the Priesthood.			
	Deacon Those ordained as Deacons in the Archdiocese of Baltimore		Religious Men and Women			
	Educator Teachers, Principals, Administrators, Vice Principals. This category does NOT include catechists, teacher aides, or school support staff (secretaries, business managers etc.)	•	Volunteer with Substantial Contact with Children User volunteers with Substantial Contact with Children (is not compensated) for various ministerial roles in the Archdiodese of Baltimore; schools, parishes or other sites that are under the austices of the Bishop of Baltimore.			
	Employee Anyone employed by the Archdiocese of Baltimore, other than clergy or Faculty.		Volunteer without Substantial Contact with Children User volunteers without Substantial Contact with Children (is not compensated) for various			
	Independent Contractor		ministerial roles in the Archdiocese of Baltimore; schools, parishes or other sites 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:	/ des	cribe what you do for the diocese.			

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.



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.

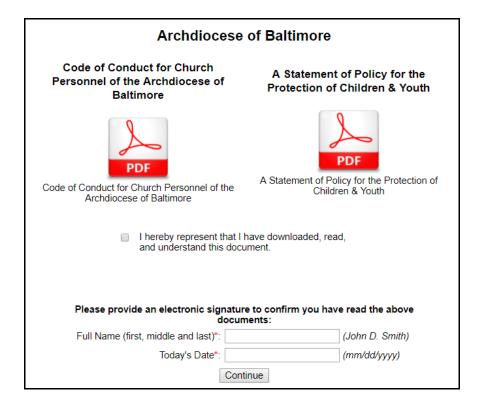
Have you ever had your volunteer services or employment terminated by any parish, school or institution?	
Have you been terminated from volunteer service or employment due to suspected child abuse?	
○ Yes ○ No	
Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?  Yes No	
continue	

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.



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

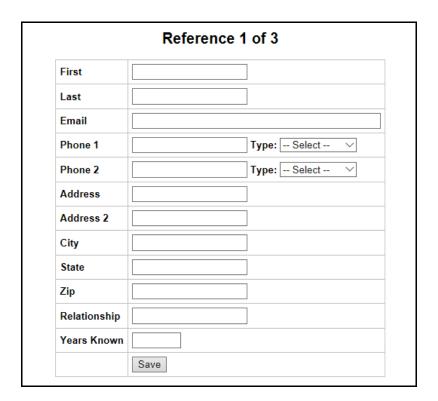
If you receive an incorrect answer, please click on Try Again.

Click Continue to proceed.



Please submit three references.

Click on Save to continue.



Please select the online session you wish to complete.

Click on Complete Registration to continue.

	Please select the session you wish to attend		
<ul> <li>Protecting God's Children for Adults (Online Training)</li> </ul>			
0	Protecting God's Children for Adults (Online Training in Spanish)		
	Complete Registration		

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 Tax 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.

## **Online Training Courses**

To begin your online training, please click the title of your assigned training:



Protecting God's Children® Online Maltreatment Awareness Session 3.2\_Baltimore
Assigned: 02/02/2018

Due: 02/16/2018

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 Kris Hanrahan at 410-547-5567. Thank you!