

Archdiocese of Baltimore Registration Instructions – Volunteers with Substantial Contact with Children

Before completing **Protecting God's Children** training online, all participants **must** 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.



Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 8 characters long.

[Important note about selecting passwords](#)

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.

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.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:

First Name: *

Full Middle Name:

Last Name: *

Email: *

Home Address: *

Home Address Cont'd:

City: *


State: *

ZIP: *

Daytime Phone: *

Ext:

Evening Phone: *

Date of Birth: *  Why?

Select the **PRIMARY** 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).

Please select the primary location where you work or volunteer.

Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.

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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:

Agnes School, St (Catonsville)

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/Seminarian

This user is in their final preparation for Ordination to the Priesthood.

☐ Deacon

Those ordained as Deacons in the Archdiocese of Baltimore.

☐ Educator

Teachers, Principals, Administrators, Vice Principals. This category does NOT include catechists, teacher aides, or school support staff (secretaries, business managers etc.)

☐ Employee

Anyone employed by the Archdiocese of Baltimore, other than clergy or faculty.

☐ Independent Contractor

☐ Priest

Those ordained to the Priesthood.

☐ Religious Men and Women

☐ Volunteer with Substantial Contact with Children
User volunteers with Substantial Contact with Children (is not compensated) for various ministerial roles in the Archdiocese of Baltimore, schools, parishes or other sites that are under the auspices of the Bishop of Baltimore.

☐ Volunteer without Substantial Contact with Children

User volunteers without Substantial Contact with Children (is not compensated) for various 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 diocese, please enter it below.
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

Continue

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 employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

☐ Yes ☐ 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.

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

☐ Yes ☐ No

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**.

Archdiocese of Baltimore

Code of Conduct for Church Personnel of the Archdiocese of Baltimore



Code of Conduct for Church Personnel of the Archdiocese of Baltimore

A Statement of Policy for the Protection of Children & Youth



A Statement of Policy for the Protection of Children & Youth

☐ 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

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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 Baltimore

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:

- ☐ True
☐ False

Please select the online session you wish to complete.

Click on Complete Registration to continue.

Please select the session you wish to attend

- ☐ Protecting God's Children for Adults (Online Training)
☐ Protecting God's Children for Adults (Online Training in Spanish)

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.

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.

ESRCheck Applicant Portal
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.

Online Training Courses

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

☒ **Protecting God's Children® Online Awareness Session 3.0**
Assigned: 10/19/2017
Due: 11/02/2017

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. Thank you!

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.





ARCHDIOCESE OF BALTIMORE

OFFICE OF CHILD & YOUTH PROTECTION

October 31, 2017

Dear Volunteers,

In 2014 the Archdiocese of Baltimore contracted with *Shield the Vulnerable* to provide online child protection training based on the Archdiocese of Baltimore's *Code of Conduct for Church Personnel* and *A Statement of Policy for the Protection of Children and Youth*. For the first time, people serving in our parishes and schools were able to complete online all of the requirements for volunteer service. Late in September, *Shield the Vulnerable* announced that its platform will not be available after October 31, 2017. We had no control over this decision or the timing of the changes it requires.

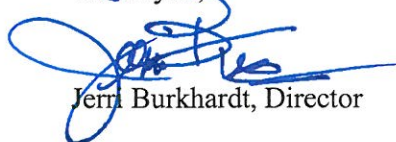
We are glad to announce that as of November 1, 2017, the Archdiocese of Baltimore will join more than ninety dioceses using VIRTUS as a training and compliance management system. VIRTUS has worked with us to customize training tailored to our policies and to Maryland law.

The Archdiocesan policies updated in 2014 remain unchanged. Thanks to the transfer of data from *Shield the Vulnerable*, most volunteers and employees will not be required to access the system at this time. Church personnel, including volunteers, who have not already registered in *Shield the Vulnerable*, will be required to register using VIRTUS. VIRTUS will direct volunteers to review the *Code of Conduct for Church Personnel* and *A Statement of Policy for the Protection of Children and Youth*. The Archdiocese of Baltimore will continue to work with Employment Screening Resources (ESR) to conduct online criminal history screening; as part of the registration process, VIRTUS will direct volunteers to the ESR website where they will be asked to submit to an online criminal history screening. VIRTUS can be accessed at: <https://www.virtusonline.org>.

If you have questions about registration process, you may speak with the parish's Screening Coordinator. Also, feel free to contact the Archdiocese of Baltimore, Office of Child and Youth Protection at (410) 547-5348.

Thank you for your commitment to the policies that promote child protection in the Archdiocese of Baltimore. With your support we will continue to create and maintain safe environments where our children will thrive.

Thank you,



Jerri Burkhardt, Director