

*** Read instructions carefully following all steps.**

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS Online™

Registration Instructions

Diocese of Toledo

Please enter registration info and complete all 3 sections

Web link

Go to the Office of Child & Youth Protection & Victim Assistance's Online Course page of the Diocesan website

<http://toledodiocese.org/page/protecting-youth-victim-assistance#online-course>

Once here click on the Online Course Tab

Scroll down to the bottom of the page and click on the VIRTUS link

English: https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396

Spanish:

https://www.virtusonline.org/virtus/sp_reg_1.cfm?theme=0%20 to access the VIRTUS Registration page.

Please note, if you need to fulfill other requirements, the VIRTUS site will walk you through the steps to complete them.

English: https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396

Spanish: https://www.virtusonline.org/virtus/sp_reg_1.cfm?theme=0%20

Create a user ID and a 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 all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last Four Digits of SSN, 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 VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

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).

Primary location is most pure heart of Mary church

Please select the primary location where you work, volunteer or worship.

Do not select the location of your training session
(unless it falls into one of the categories above)

Primary location: Please select...

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 or worship.

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:

Bluffton - St. Mary (Bluffton)

Do you work, volunteer, or worship in another location?

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, enter your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

Click **Continue** to proceed.

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Please select any additional roles that you are associated with in the diocese, parish or school.

Click **Continue** to proceed.

Please select any additional roles that you play within your diocese

Please check all that apply.

- | | |
|--|--|
| <input type="checkbox"/> Altar Server-Adult | <input type="checkbox"/> Extern Deacon |
| <input type="checkbox"/> Altitude Council | <input type="checkbox"/> Extern Priest |
| <input type="checkbox"/> Bell Choir | <input type="checkbox"/> Family Life Group |
| <input type="checkbox"/> Childcare | <input type="checkbox"/> Hall Monitor |
| <input type="checkbox"/> Choir-Children's | <input type="checkbox"/> Home-Schooled Group |
| <input type="checkbox"/> CYO Coach | <input type="checkbox"/> Marriage Group |
| <input type="checkbox"/> Diocesan Deacon | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Diocesan Priest | <input type="checkbox"/> Parents' Club |
| <input type="checkbox"/> Educator - Administrator | <input type="checkbox"/> Religious Deacon |
| <input type="checkbox"/> Educator - Principal | <input type="checkbox"/> Religious Formation |
| <input type="checkbox"/> Educator - Substitute Teacher | <input type="checkbox"/> Religious Priest |
| <input type="checkbox"/> Educator - Teacher | <input type="checkbox"/> Scout Leader |
| <input type="checkbox"/> Educator - Teacher's Aide | <input type="checkbox"/> Volunteer-Miscellaneous |
| <input type="checkbox"/> Educator-High School Coach | <input type="checkbox"/> Youth Group |
| <input type="checkbox"/> Employee | |

Continue

All registrants must please read the Diocese of Toledo, Expectation Form.

Download the **Expectation Form** by clicking the **PDF** icon. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your electronic signature and today's date.

Click **Continue** to proceed.

Diocese of Toledo

Expectation Form



Expectation Form

I, _____, have downloaded, read, and acknowledged the expectation form for the Diocese of Toledo.

Please provide an electronic signature to confirm you have read the above document and completed the expectation form.

Full Name (Last, first, middle initial) _____ Title (if applicable) _____

Today's Date: _____ Printed Name: _____

Continue

Click inside the circle to select the **Online Training** you wish to complete.

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)

Continue

Click on **Begin Background Check** to be directed to the Selection.com background check secure website.

Thank you for completing the registration process.

As part of the process to ensure the safety of children, the Diocese of Toledo requires all individuals who work or volunteer with children to undergo a background check. This process is designed to protect the safety of children and is a requirement of the Archdiocese of Toledo.

To complete the background check, you will be directed to the Selection.com secure website.

Begin Background Check

You are now within the secure website of **FASTRAX®**. Please click on **Enter Background Check** Info to proceed.

IF you have a token code,
please enter it here
in the Payment Section.



The Diocese of Toledo welcomes you!

Protecting the children under the care of the Diocese of Toledo is paramount. Parents, schools, and organizations have placed their trust in everyone who works with children. We are not only priests, employees and volunteers of the Archdiocese, but also the employees of other institutions that operate within the boundaries of the Archdiocese.

Everyone has a right to expect that we do everything possible to protect our children. Background check is appreciated and we wish to thank you for doing your part to ensure the safety of children.

Your Information

Primary Location: St. Peter Parish, Archdiocese

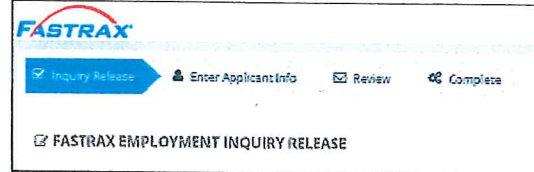
Enter Background Check Info

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Please complete the steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check. **★ Make sure to close out of this screen so you will be taken back to VIRTUS**

Once you close the *Fastrax* screen (click on the "X" in the corner), you will automatically be taken to the online training course.



The screenshot shows the 'FASTRAX' logo at the top. Below it is a progress bar with four steps: 'Inquiry Release' (highlighted with a blue arrow), 'Enter Applicant Info', 'Review', and 'Complete'. At the bottom, there is a checkbox labeled 'FASTRAX EMPLOYMENT INQUIRY RELEASE' which is checked.

3. 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

 **Protecting God's Children® Online Awareness Session 3.0**
Assigned: 06/01/2016
Due: 06/15/2016

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



