

Archdiocese of Baltimore Registration Instructions – Volunteers 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:

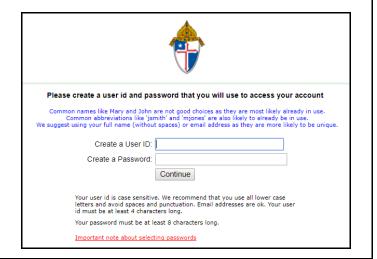
https://www.virtusonline.org/virtus/reg 2.cfm?theme=0&org=37349

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.

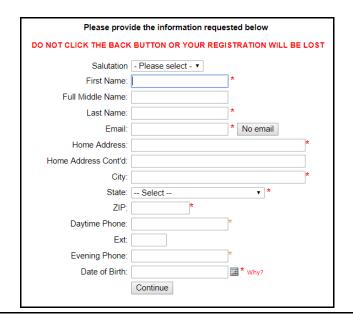


Provide <u>all</u> the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(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).

Please select the primary location where you <u>work</u> or <u>volunteer</u> .		
Primary location:	- Please select -	•
	Continue	
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 <u>YES</u>, 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.



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

Ores No

Do you drive as a part of your position/job?

O Yes O No

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.

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?

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

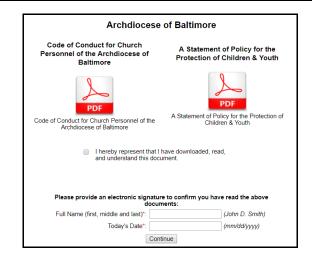
Click Continue to proceed.

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.



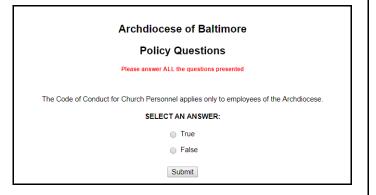


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Please answer the ten questions presented to you. If you answer correctly, please proceed to the next.

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

Click Continue to proceed.



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)

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 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.



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

