

Archdiocese of Baltimore Registration Instructions – tantial Contact with Children

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.

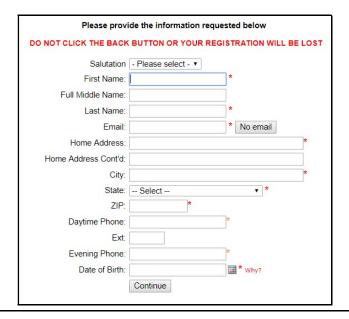


Provide <u>all</u> the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(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).

Primary location:	- Please select -	•
	Continue	



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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.



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.

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

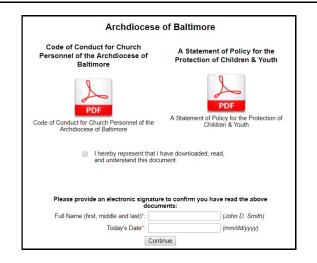
To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read and understand the documents" and enter your full name and today's date.

Click on Continue.



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







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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.

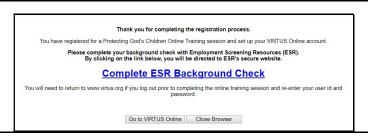


Please select the online session you wish to complete.

Click on Complete Registration to continue.



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



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.



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!

