

## Diocese of Jefferson City Registration Instructions

If you have previously registered with Virtus online, do not register for a new account. Please contact your local administrator at your location or the Office of Child and Youth Protection at [vmcelwaine@diojeffcity.org](mailto:vmcelwaine@diojeffcity.org)

[Click on this link to access the Virtus Registration Page:](#)

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0)

Or:

Go to <http://www.virtusonline.org>

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

Select the name of your organization **Jefferson City, MO** from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.

Create a User ID and Password you can easily remember. **The password must be at least 8 characters and may not be the word "password."** A password 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 usernames.



 Begin the registration process.

 View a list of sessions.

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

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 'smith' 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

*In light of the current health concerns, one prudent and preventative measure we can take it to make the VIRTUS Protecting God's Children training available Online until further notice.*

Click Continue to proceed.

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. **When entering your name, please enter your legal name as it appears on your driver's license, state ID, or passport.**

(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 Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org

Select the PRIMARY 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).

The screenshot shows a registration form with the following fields: Salutation (dropdown), First Name, Full Middle Name, Last Name, Nickname, Email (with a "No email" button), Home Address, Home Address Contact, City, State (dropdown), ZIP/Postal Code, Daytime Phone, Ext, Evening Phone, and Date of Birth (with a "WYSIWYG" icon). A red banner at the top reads: "DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST. After your name as it appears on your driver's license, passport or other government-issued ID, and we need your full legal name." Below the form is a "Continue" button.

In this step, **DO NOT** select the location of your training session - you will pick that later.  
We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Location: [- Please select -]

Continue

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

Please select the primary role you perform at this location and enter a brief description of your title or position in the “Title or Position of Service” box.

Select **Continue** to proceed.

Please select at least one primary role you perform at this location

- Non-employee/Non-volunteer/Contractor**  
not a Diocese of Joliet employee or volunteer, but with an agency or function that requires the Protecting God's Children training (i.e., Catholic Charities, Bu Services, Lewis University, University of St. Francis, or any student teachers, student observer, student with a field placement in a diocesan school, student or third-party contractors working with minors and/or vulnerable adults, etc.)
- Priest**  
Ordained priest
- Seminarian**  
Studying to become a priest
- Deacon**  
Ordained permanent deacon
- Candidate for ordination**  
Studying to be a permanent deacon
- Educator**  
Salaried teachers, school administrators, principals. NOT CATECHISTS
- Employee (Parish/Parochial)**  
Paid for work done at the parish/school. DO NOT INCLUDE EDUCATORS
- Employee (Diocesan/Eparchial)**  
Paid employee for work done at diocesan office/agency
- Volunteer**  
Persons not paid for work done at the parish/school. Include catechist here.

If you have a title please enter it below.  
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

If you are an Employee at a Parish or School, please select any additional roles (also known as a Secondary Role).

Please select any additional roles you perform at this location

- Employee: Contractor**  
Independent contractor paid for work done with minors/vulnerable adults at parish/school
- Employee: Substitute Teacher**
- Employee: After School Staff**
- Employee: Musician**
- Employee: High School Coach**  
athletic coach at catholic high school
- Employee: Parochial School**  
Any paid school employee who does NOT already fall under one of the following roles: Educator Employee: After School Staff
- Employee: Religious Education or Youth Ministry**

If you are a Volunteer, please select any additional roles (also known as a Secondary Role).

Please select any additional roles you perform at this location

- Volunteer: Religious Education or Youth Ministry**
- Volunteer: Coach**
- Volunteer: Knights of Columbus**
- Volunteer: Parochial School**
- Volunteer: Scout Leader**
- Volunteer: Other**
- Volunteer: Liturgical Minister**  
Eucharistic minister, lector, usher, choir
- Volunteer: School board member**
- Volunteer: Parish**

If you are a Non-employee/Non-volunteer/Contractor, please select the following additional role if applicable (also known as a Secondary Role).

Select **Yes** if you are associated with any other locations.

Select **No** for no other locations.

You have chosen following locations and roles:

All Saints Catholic Academy (Naperville)  
• Volunteer ✓

Are you associated with any other locations?

Please answer the four questions.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

- Yes  
 No

Do you interact with, work with or come into contact with minors of this archdiocese organization?

- Yes  
 No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?

- Yes  
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes  
 No

Continue

Please download and read through the Code of Pastoral Conduct form. (13 pages)

Once read, click “I hereby acknowledge that I have downloaded, read, and understand the attached document.”

Provide your electronic signature with full, middle, and last name, as well as with today’s date.

## CODE OF PASTORAL CONDUCT

If you have **not** attended a **VIRTUS Protecting God’s Children** session, choose **NO**.

Otherwise, choose **YES**. You will need to know the date and location of the **VIRTUS Protecting God’s Children** session you attended in the Diocese of Jefferson City.

If you chose **NO** during the previous step, you will be given the option to select **VIRTUS Protecting God’s Children for Adults (Online Training)** in either *English* or *Spanish*. It will take approximately 80 to 95 minutes to complete the training.

**Please note: High school minors who register for VIRTUS accounts will be given the option to select VIRTUS Healthy Relationships for Teens 2.0 (Online Training).**

(If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted

Have you already attended a VIRTUS Protecting God’s Children Session

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)

Protegiendo a los Niños de Dios

Where: St. Andrew the Apostle (Parish and School) (Romeoville)  
505 Kingston Drive

When: Saturday, December 4, 2021  
1:00 PM

Estimated length of session: 3 hrs

Spaces remaining: 10 of 10

Language: This session will be conducted in Spanish

Notes: Puerta #5 Aula #102 Por favor de llegar 15 minutos antes de iniciar la clase. No se permiten

Wheelchair accessible: Yes

in the **Diocese of Jefferson City**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.) Please note: if you took a **Protecting God's Children** class in a diocese other than the Diocese of Jefferson City, please contact your local administrator or the Office of Child and Youth Protection at [vmcelwaine@diojeffcity.org](mailto:vmcelwaine@diojeffcity.org) and provide the date, location, and diocese where you took the training.

As part of our efforts to create and maintain a safe environment for children, volunteers, and staff we must conduct a criminal background check.

If you are a **NEW EMPLOYEE/APPLICANT**, please contact the hiring manager for instructions to be fingerprinted. Please click 'Go To Training' and the online Protecting God's Children for Adults training will be accessible if chosen as the selected training.

If you are a **VOLUNTEER or CONTINUING EMPLOYMENT** follow the instructions to conduct

You are now within the secure website of **FASTRAX®**. Please click on **Enter Background Check Info** to proceed. You must complete the release form in its entirety once you click on **Enter Background Check Info**. or an error will be created and you will be asked to complete the release form again. 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 release form.

### Your registration is not complete

#### You must complete a background check

As part of our efforts to create and maintain a safe environment for children, volunteers and staff we must conduct a criminal background check.

If you are a **NEW EMPLOYEE/APPLICANT** stop here and contact the hiring manager for instructions to be fingerprinted.

If you are a **VOLUNTEER or CONTINUING EMPLOYMENT** follow the instructions below to conduct a name-based background check through Selection.com.

#### It is important to submit your full legal name to run a proper background check

This is the information you entered

First: registration

Middle:

Last: testinneveev

Do you need to update this information to match your **FULL, LEGAL** name?

By clicking this button, you will be directed to their secure website called Fastrax™.

You will be notified via email when your VIRTUS Online account is activated.

## Current Training



You have 1 online module assigned

If you selected online training, please click 'You have 1 online module assigned' within Current Training, and then 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 Modules

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

[Protecting God's Children® Online Awareness Session](#)

Assigned: 11/16/2021

Due: 11/30/2021

Other Languages Available (You may change versions)  
Otros idiomas disponibles (puede cambiar versiones)

Change to: Protecting God's Children® Online Awareness Session 4.0 (Spanish)

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. To contact the background check provider, Selection.com, please contact their helpdesk at 800-325-3609.

**Thank you for completing the registration process!**



Last Updated February 2023