

Archdiocese of Baltimore Registration Instructions –

Clergy/Religious includes Bishops, Priests, Deacons, Religious Brothers and Sisters, Seminarians and Candidates for the Deaconate

Before completing Protecting God's Children and Sexual Harassment training online, all participants <u>must</u> first register with VIRTUS Online.

To register, click on the following link:

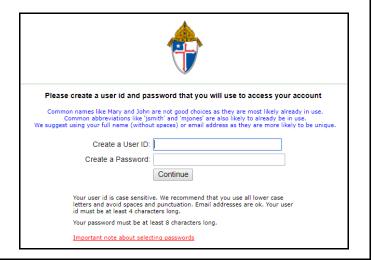
https://www.virtusonline.org/virtus/reg 2.cfm?theme=0&org=37349

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.

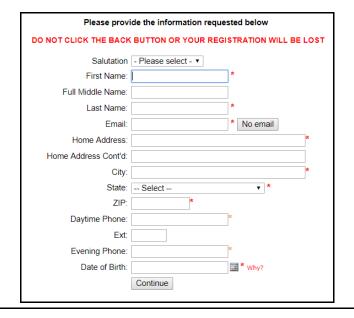


Provide <u>all</u> the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(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 sele	ct the primary location where you <u>work</u> or <u>volunte</u>
Primary location:	- Please select -
	Continue
	ssociated with multiple locations, please choose the primary (work) location first.



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

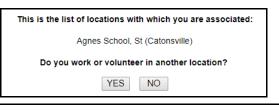
Select <u>YES</u>, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select NO.

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?

driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their ployment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and

○ Yes ○ No

Please answer the following two questions:

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

A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore?

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

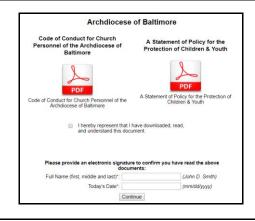
Click Continue to proceed.

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. Archdiocese of Baltimore If you receive an incorrect answer, please click on Try Again. **Policy Questions** Please answer ALL the questions presented Click Continue to proceed. The Code of Conduct for Church Personnel applies only to employees of the Archdiocese SELECT AN ANSWER: True False Submit Please select the online session you wish to complete. Please select the session you wish to attend Protecting God's Children for Adults (Online Training) Click on Complete Registration to continue. Protecting God's Children for Adults (Online Training in Spanish)

Click on the green circle to begin the Online Training Courses

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 certificates.

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



Complete Registration

