

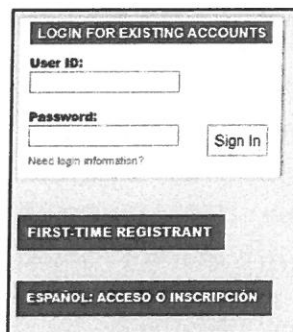
Account Registration

Before or after attending an instructor-led (live) session, all participants **must** register with **VIRTUS Online**.

Please click right click on the following link to open this hyperlink:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18958

Or, click the green box labeled **FIRST-TIME REGISTRANT** or **ESPAÑOL: ACCESO O INSCRIPCIÓN** on the right side of the screen to begin registration.



Create a User ID and Password you can easily remember. This is necessary for all accounts. This establishes your account with the VIRTUS System.

If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

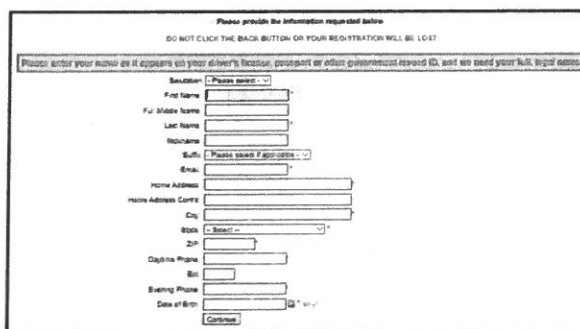


Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(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 Coordinator to communicate with you

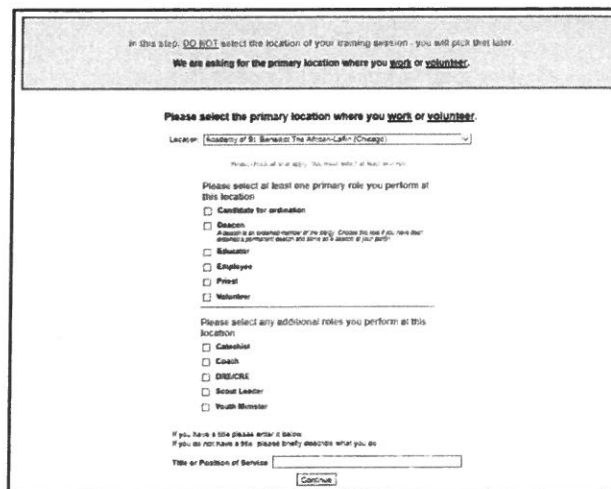


Select the **PRIMARY** location with which you are associated by clicking the downward arrow and highlighting the location.

Next select all the role(s) that you perform at this location, and please check all roles that apply.

Please enter the title or function within your location.

Click Continue to proceed.



Archdiocese of Chicago

Protecting God's Children Registration Instructions and Background Check Process

Your chosen location is displayed on the screen, along with the roles you selected.

Select **YES**, if you are associated with any additional locations.

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

You have chosen following locations and roles:

Academy of St. Benedict The African-Latin (Chicago)
- Volunteer: ☒

Are you associated with any other locations?

Yes

No

Please answer the following three questions:

Do you interact with, work with or come into contact with minors and/or vulnerable adults within an Archdiocesan parish, school or Pastoral Center-related agency?

Are you employed or applying for an employment position with an Archdiocesan parish, school or Pastoral Center-related agency?

Are you required to only complete the Protecting God's Children training?

Click **Continue** to proceed.

Do you interact with, work with or come into contact with minors and/or vulnerable adults within an Archdiocesan parish, school or Pastoral Center-related agency?

Are you employed or applying for an employment position with an Archdiocesan parish, school or Pastoral Center-related agency?

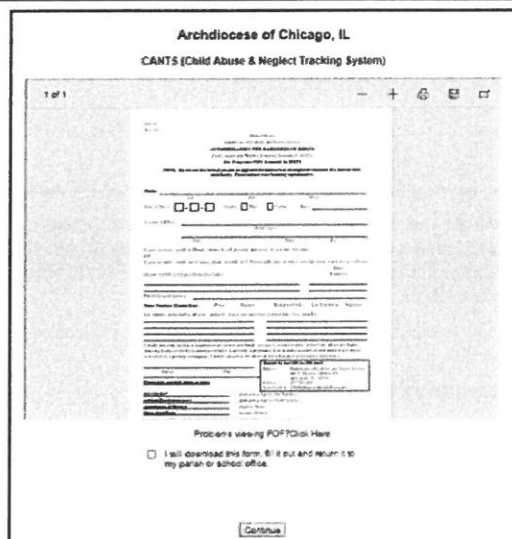
Are you required to only complete the Protecting God's Children training?

Please review the following and respond:

➤ CANTS (Child Abuse & Neglect Tracking System)

To proceed, please **Confirm** by checking the box:

"I will download this form, fill it out and return it to my parish or school office".



Please review the following and respond:

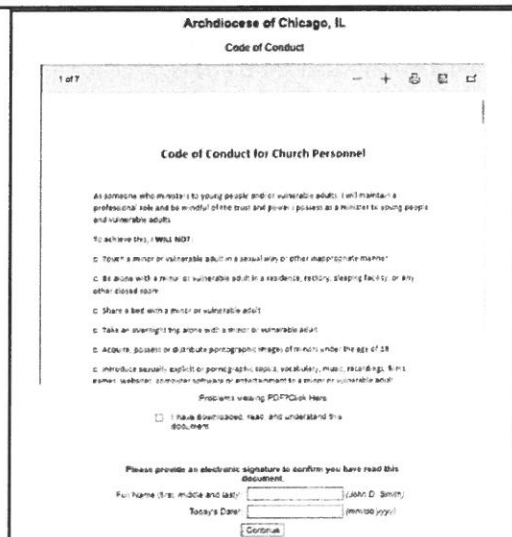
➤ Code of Conduct for Church Personnel

To proceed, please **Confirm** by checking the box:

"I have downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.

Click **Continue** to proceed.



Archdiocese of Chicago

Protecting God's Children Registration Instructions and Background Check Process

Please review the following and respond:

➤ Declarations

To proceed, please **Confirm** by checking the box:
"I have downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.

Click **Continue** to proceed.

Archdiocese of Chicago, IL

Declarations

1 of 2

ARCHDIOCESE OF CHICAGO

DECLARATION: I have read and understand the VIRTUS Online document.

The Archdiocese of Chicago requires you to declare to show your faith, gifts and skills. Providing self and service programs for our members is of utmost importance to us. The information provided in this application is designed to help us provide the highest quality Catholic programs for the purpose of our ministry. Please read and understand each of the statements below.

☐ I declare that all statements provided in this application, to the best of my knowledge, are true, accurate and complete. Any false statements, misrepresentation or omission of fact shall result in the disqualification or rejection of this application or request for service from the volunteer service.

☐ I hereby authorize the Archdiocese of Chicago to verify any of the information provided in this application and to contact any past and present employers, and churches, youth organizations, agencies where I have performed volunteer service, and any individual or organization which might be subject to any criminal, volunteer opportunity, to obtain information concerning my employment or volunteer service.

☐ I am willing to undergo a criminal background check.

☐ I understand that the approval of my volunteer application and assignment to a volunteer opportunity is subject to the approval of the Archdiocese of Chicago. If a criminal background check and that result shall include any criminal record, history reports, the Federal and or State Sex Offender Registry, the Illinois Marriage and Dissolution of Marriage Act, the Illinois Juvenile Court Act, the Archdiocese of Chicago to conduct a criminal background check and other required checks, for purposes of my volunteering. I further authorize the Archdiocese of Chicago to conduct such checks periodically throughout my volunteer service.

Problems viewing PDF? Click Here

☐ I have downloaded, read, and understand this document.

Please provide an electronic signature to confirm you have read this document.

Full Name (first, middle and last): John D. Smith

Today's Date: mm/dd/yyyy

[Continue](#)

Have you already attended a session?

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

Otherwise, choose **YES**.

Have you already attended a session?

YES

NO

If you chose **NO** during the previous step, you will be presented with a list of upcoming VIRTUS Protecting God's Children **instructor led** sessions scheduled for the **Archdiocese of Chicago**.

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose **YES** during the previous step, you are post-registering for a past session. You will be presented with a list of all past instructor led VIRTUS sessions conducted in the **Archdiocese of Chicago**.)

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

☐ Protecting God's Children for Adults

Where: St. Norbert (Northbrook)
1809 WALTERS AVE.

When: Wednesday, January 29, 2020
6:00 PM

Estimated length of session: 3 hrs

Spaces remaining: unlimited

Language: This session will be conducted in English

Notes: Class will be held in the Church Hall

Wheelchair accessible: Yes

☐ Protecting God's Children for Adults

Where: St. Mary-Angeles (Chicago)
1850 N. HERMITAGE AVE.

When: Thursday, January 30, 2020
4:00 PM

Estimated length of session: 3 hrs

Spaces remaining: 12 of 20

Please follow the instructions on the screen to proceed. If the following link appears on the screen, please click to proceed to submit your background check.

[Click here to complete your background check](#)

Thank you for creating your VIRTUS Online account.

You have successfully registered for a Protecting God's Children session. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

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

You are not done!

You must complete a background check

[Click here to complete your background check](#)

Archdiocese of Chicago
Protecting God's Children Registration Instructions
and Background Check Process

Please click the Submit Background Check button to continue with the submission of your background check within s2verify.

Please then click the link: Begin your background check.

Background Check

You are required to have a background check.

All of your information is prepared and ready to send to s2verify-v2.

Please click the button below when you are ready to submit your information

[Submit Background Check](#)

Background Check

[Begin your background check](#)

Within s2verify, please start the background check process.

Thank you for completing the registration process!



Background Screening

- ☒ 1. Location Confirmation
- ☐ 2. Electronic Consent
- ☐ 3. Background Check Request

[START PROCESS](#)