

# Archdiocese of Baltimore Registration Instructions – Volunteers with Substantial Contact with Children

Before completing **Protecting God's Children** training online, all participants **must** first register with **VIRTUS Online**.

To register, click on the following link:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37349](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 **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.

**(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](mailto: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: [noadress@virtus.org](mailto:noadress@virtus.org).



**Select** the **PRIMARY** 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).*



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

Select **YES**, 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?**

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 select the roles that you play within your diocese.

(Please check all that apply. You must select at least one role.)

<input type="checkbox"/> <b>Candidate for Ordination/Seminarian</b> <small>This role is for those registered as Candidates in the Pastoral.</small>	<input type="checkbox"/> <b>Priest</b> <small>Those ordained in the Pastoral.</small>
<input type="checkbox"/> <b>Deacon</b> <small>Those ordained as Deacons in the Archdiocese of Baltimore.</small>	<input type="checkbox"/> <b>Religious Men and Women</b>
<input type="checkbox"/> <b>Educator</b> <small>Teachers, Principals, Administrators, Site Visitors. This category does NOT include substitute, teacher aides, or school support staff (custodians, bus/bus managers, etc.).</small>	<input type="checkbox"/> <b>Volunteer with Substantial Contact with Children</b> <small>User volunteers with Substantial Contact with Children (a non-comprehensives for campus, non-parish sites in the Archdiocese of Baltimore, schools, parishes or other sites that are under the jurisdiction of the Archdiocese of Baltimore).</small>
<input type="checkbox"/> <b>Employee</b> <small>Anyone employed by the Archdiocese of Baltimore, other than clergy or Family.</small>	<input type="checkbox"/> <b>Volunteer without Substantial Contact with Children</b> <small>User volunteers without Substantial Contact with Children (a non-comprehensives for campus, non-parish sites in the Archdiocese of Baltimore, schools, parishes or other sites that are under the auspices of the Archdiocese of Baltimore).</small>
<input type="checkbox"/> <b>Independent Contractor</b>	

If you have a title within your diocese, please enter it below.  
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

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.

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

Yes  No

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

Yes  No

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.

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

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**.

**Archdiocese of Baltimore**

<p>Code of Conduct for Church Personnel of the Archdiocese of Baltimore</p> <p>Code of Conduct for Church Personnel of the Archdiocese of Baltimore</p>	<p>A Statement of Policy for the Protection of Children &amp; Youth</p> <p>A Statement of Policy for the Protection of Children &amp; Youth</p>
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I hereby represent that I have downloaded, read, and understand this document.

Please provide an electronic signature to confirm you have read the above documents:

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

Today's Date:  (mm/dd/yyyy)

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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.

Archdiocese of Baltimore  
Policy Questions  
*Please answer ALL the questions presented*

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.

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.

**\*\*Choose the online training course *Protect God's Children Online Maltreatment Awareness Session 3.2***

Online Training Courses

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

Protecting God's Children® Online Awareness Session 3.0  
Assigned: 10/19/2017  
Due: 11/02/2017

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

