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

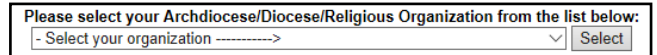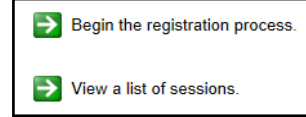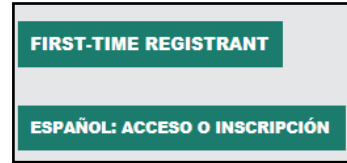**Click** on this link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18536

Or:
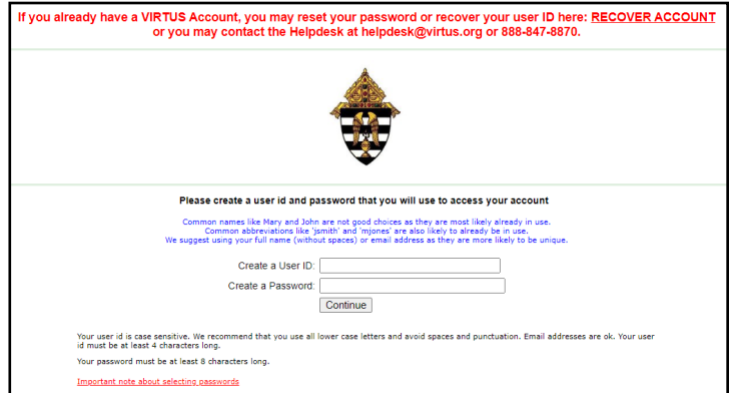
Go to http://www.virtusonline.org

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 **Gary** - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

➡ Begin the registration process.

➡ View a list of sessions.

Please select your Archdiocese/Diocese/Religious Organization from the list below:
- Select your organization -----------> [Select]

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 usernames.

Click **Continue** to proceed.

If you already have a VIRTUS Account, you may reset your password or recover your user ID here: RECOVER ACCOUNT or you may contact the Helpdesk at helpdesk@virtus.org or 888-847-8870.

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 'jsmith' 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: [   ]

[Continue]

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.
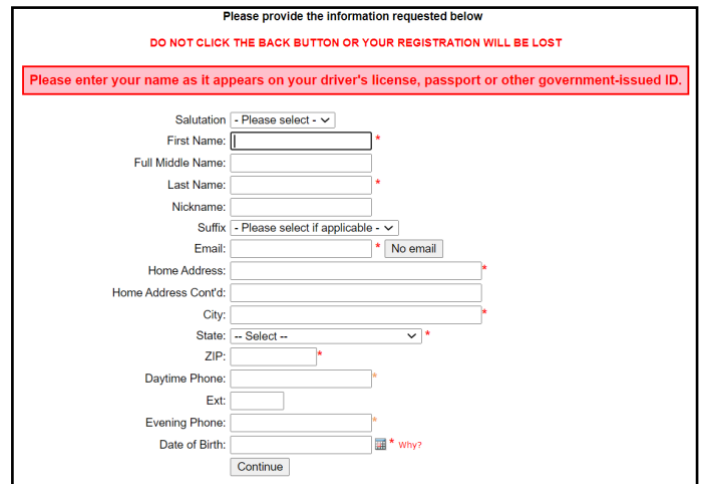
Important note about selecting passwords

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.)

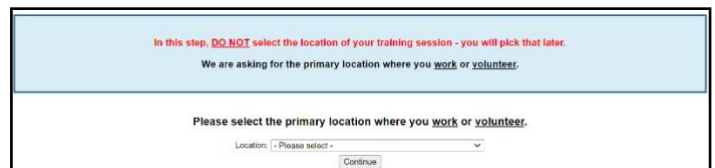Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, 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.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID.

Salutation - Please select - ∨
First Name: [   ] *
Full Middle Name: [   ]
Last Name: [   ] *
Nickname: [   ]
Suffix - Please select if applicable - ∨
Email: [   ] * [No email]
Home Address: [   ] *
Home Address Cont'd: [   ]
City: [   ] *
State: -- Select -- ∨ *
ZIP: [   ] *
Daytime Phone: [   ] *
Ext: [   ]
Evening Phone: [   ] *
Date of Birth: [   ] 📅 * Why?

[Continue]

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).

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]

Select the role(s) that you serve within the Diocese of Gary 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.

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**.

Please answer the four questions.

Click **Continue** to proceed.

Please review the following and respond:

➤ **Code of Conduct for the Diocese of Gary**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

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

Otherwise, choose **YES**.

> **Have you already attended a VIRTUS Protecting God's Children 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* in-person or online sessions scheduled for the **Diocese of Gary**.

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

(If you chose **YES** during the previous step, you will be presented with a list of all in-person **VIRTUS** sessions conducted in the **Diocese of Gary**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **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)
>
> ○ Protecting God's Children for Adults
>
> Where: St. Paul (Valparaiso)
> When: Tuesday, August 24, 2021 6:00 PM
> Estimated length of session: 3 hrs
> Spaces remaining: 20 of 25
> Language: This session will be conducted in English
> Notes: Enter through Door #1 of St. Paul Education Center. Training will be held in the school cafeteria. No one under the age of 18 years will be permitted to attend.
> Wheelchair accessible: Yes
> Contact: Diane Matthys (2194648502)

If you are required to complete a background check, please click on **Begin Background Check** to complete a background check on the Selection.com secure website.

> Thank you for registering for a Protecting God's Children session and with VIRTUS Online
> 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.
>
> **Your registration is not complete**
>
> **You must complete a background check**
>
> As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com to do all our background checks.
>
> 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: knithfeo
> Do you need to update this information to match your FULL, LEGAL name?
> I need to enter my FULL, LEGAL name
>
> If you entered your full, legal name and are ready to continue, click the button below
> By clicking this button, you will be directed to their secure website called Fastrax™.
> Begin Background Check
>
> You will be notified via email when your VIRTUS Online account is activated.

Within the secure website of FASTRAX®, please click on **Enter Background Check** Info to proceed.

Please complete the following 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.

To contact the background check provider with any issues within FASTRAX, please contact the Selection.com helpdesk at 800-325-3609.

> **FASTRAX®**
>
> The Diocese of Gary welcomes you!
>
> Protecting the children under the care of the Diocese of Gary is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Diocese, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.
>
> Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.
>
> **Diocese of Gary** dcgary.org
>
> Your Information
> **Primary location:** All Saints- Hammond
>
> Enter Background Check Info

If you selected a live training session, you will see that listed under "Current Training."

If you selected online training, click on the link to complete your online training module.

> **Current Training**
> You have 1 online module assigned
> Register for training
>
> **Required Documents**
> Your documents are current
>
> **Compliance Summary**
> Not compliant
>
> **Contacts**
> Your primary contact
> Kathy Lafakis
> klafakis@dcgary.org
>
> **My Info**
> Your primary location
> Diocese of Gary Pastoral Center (Merrillville)
> Your primary role
> Volunteer
>
> **Reporting Abuse**
> Click here for reporting options

If you chose <u>online</u> training, please click on the green circle to begin the Online Training.

Upon completion, the last screen will allow you to print a certificate and you can always log back into your account and access the certificate.

Online Training Modules

You must have a completed background check prior to service.

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

✅ Protecting God's Children® Online Awareness Session 4.0
Assigned: 02/22/2023
Due: 03/08/2023

If you chose <u>in-person</u> training, you will receive an email of approval after you attend the training session.

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

Thank you for completing the registration process!

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS®*Online*