VIRTUS Instructions for First-Time Users

1. Visit www.virtusonline.org

2. Select “First Time Registrant.”

3. Select the green arrow for “Begin the Registration Process.”

4. Choose “Jefferson City, MO (Diocese)” from the dropdown box, then “Select.”

5. Select “No” to indicate that you have not previously registered with VIRTUS Online.
6. Create a User ID and Password and select “Continue.”

7. Fill in the required information (indicated with the red asterisks *) and select “Continue.”
8. Choose “Catholic Charities of C&N Mo (Jefferson City)" as your Primary location from the dropdown box and then select “Continue.”

9. If you plan to volunteer for Catholic Charities Refugee Services English Language Training (ELT) then select “YES” and choose “Sacred Heart Parish (Columbia)" as another location. If you work or volunteer in another location in the Diocese of Jefferson City, select “YES” and follow the prompts to add additional locations to your account. If you do not plan to volunteer for ELT or at another location in the Diocese of Jefferson City, select “NO.”

10. Select “Volunteer” as your role with Catholic Charities, type “Volunteer” as your Title or Position (e.g., Volunteer, etc.), then select “Continue.”

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

- **Employee (Parish/Parochial)**
  Anyone employed by the local parish, other than Clergy or those in the Educator category.

- **Employee (Diocesan/Eparchial)**
  Anyone employed at the Catholic Center. This would also include those employed for diocesan retreats (i.e., Totus Tuus, Aquinas Academy, etc).

- **Volunteer**
  Those who volunteer (uncompensated) for the local parish, school, Catholic Center, and other diocesan entities, including PSR Catechist.

- **Priest**
  Those ordained to the Priesthood.

- **Deacon**
  Those ordained as Permanent Deacons

- **Candidate for ordination**
  This user is in preparation for ordination to the Priesthood or Diaconate

- **Educator**
  Catholic School Educator, Principal, Administrator, Vice Principal, Counselor, Librarian,
11. If you work or volunteer in another location, select “Yes” and then follow the prompts to select the appropriate box(es) that apply and type any additional Titles or Positions for that location before selecting “Continue.” If you do not work or volunteer in another location select “No” to the question asking “Are you associated with any other locations.”

12. Select “Yes” or “No” (whichever applies to you) for the first question. Select “Yes” for the second question. “Yes” or “No” (whichever applies to you) for the third question. Then select “Continue.”
13. Select the icon for the Code of Pastoral Conduct. Read the page “Volunteer’s Code of Conduct” (page 11 of the document or page 13 of 16). Checkmark the box “I hereby acknowledge that I have downloaded, read, and understand the attached document.” Electronically sign your name and date it by typing in your name (first, middle initial, last name) and the date. Then select “Continue.”

☐ I hereby acknowledge that I have downloaded, read, and understand the attached document.

Please provide an electronic acknowledgement to confirm you have received the document above.

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

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

Continue
14. Select “No” for the question, “Have you already attended a Virtus Protecting God’s Children Session?”

15. Select “Protecting God’s Children for Adults (Online Training).” A popup box will appear asking if you are sure this is the session you wish to attend. Select “Ok” to make the selection and select “Continue” at the bottom of the page.

16. You are now finished with registering your account.
17. After choosing to take your training online, you will see the box “Current Training” on your home page. Select the blue words, “You have 1 (or 2) online modules assigned.”

18. Select “Protecting God’s Children Online Awareness Session 3.0.” Please note that there are Spanish and Korean versions.

19. Please note that you should set aside a 1.5-hour period to complete this training. You can come back at a later time and login to your VIRTUS account to complete the online training PRIOR to beginning volunteering. Before beginning, be sure to read the directions, then select “Click Here to Start.” You will first be asked a question. Choose from multiple choice answers and submit your answer. Next, a video clip will start. Do not make any selections or attempt other activity during the video or the
program will cycle back to the first question. Once you have viewed the video, you will be given the opportunity to change your answer to the last question. This is repeated at least 14 times.

20. After completing the training, the Office of Child and Youth Protection will approve your account. At this time, volunteers of Catholic Charities will receive an email from VIRTUS asking you to log into your account to complete the background check screening process.

21. Once you receive this email from VIRTUS, using only a laptop or desktop computer, log into your VIRTUS account. You will be asked to verify your Date of Birth (correct it if it is wrong), then select “Continue.”

22. Select “Yes” or “No” (whichever applies to you) to the question asking “Are you an employee or volunteer in a parish early childhood program (Pre-Kindergarten). Then select “Continue.”

23. Select “No” to the question asking “Have you had a background check in the past five years (or past 12 months)?” This question is actually asking if you have had a background check for the Diocese of Jefferson City, not with your job or other entities. Then click “Continue.”

24. Select “Begin Background Check.” You will be directed to Fastrax/Selection. Follow the directions on each of the screens. If you log out of your account before selecting the “Begin Background Check,” please contact the Office of Child and Youth Protection to re-enter a prompt for you to complete your background check. You will receive another email from VIRTUS to log into your account to complete the background screening process.