

Registration Instructions

Before attending a **live** session of **Protecting God's Children**, all participants **must** register with **VIRTUS Online**.

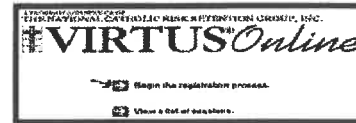
Go to <http://www.virtusonline.org>

On the left side of the screen, click the yellow link labeled **Registration**, to begin registration.



To proceed, click on **Begin the registration process**.

(If you do not know which session you wish to attend, select **View a list of sessions**.)



Choose the name of your organization: (**Cincinnati (OH), Archdiocese**) from the pull-down menu, by clicking the downward arrow and highlighting your organization.

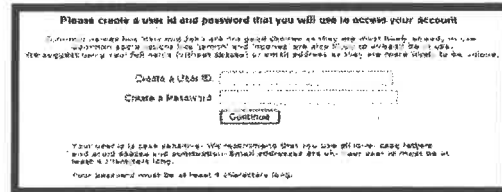
Once your organization is selected, click **Select**.

Please select your Archdiocese/Diocese/Religious Organization from the list below:

Select your organization [dropdown menu] [Select]

Create a User ID and a Password you can easily remember. This is necessary for all participants. This establishes your account within your diocese and 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.

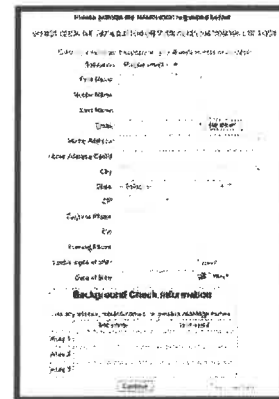
Click **Continue** to proceed.



Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last 4 digits of SSN, Date of Birth – and any Aliases, Maiden Names or previous Marriage Names.

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 VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@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).)

Please select the primary location where you work, volunteer or worship

Do not select the location of your training session

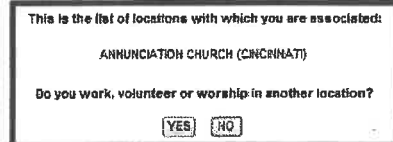
Primary location: [dropdown menu] [Continue]

If you are associated with multiple locations, please choose the primary location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

Your selected locations 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**.



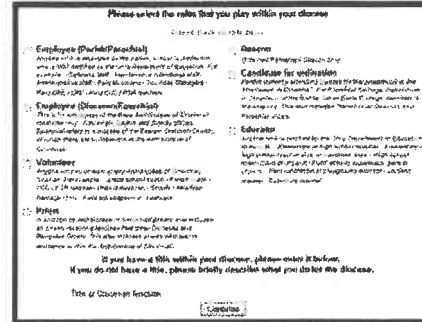
Registration Instructions

Select the role(s) that you serve within your diocese and/or parish. (Use the descriptions supplied for each role, to help determine the appropriate role(s) to select.)

Please check **all** roles that apply.

Additionally, please enter your title in the box provided (which best describes your role(s) -- i.e. Business Manager, CCD/PSR volunteer, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed.



Answer three YES/NO questions. Click **Continue** to proceed.

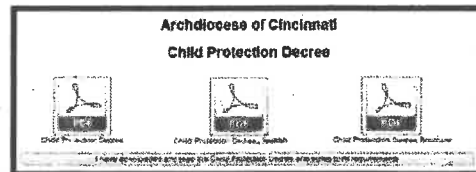
Are you a parent or guardian of a child under 18?
 Yes
 No

All registrants must read the **Child Protection Decree**.

Download the **Child Protection Decree**, by clicking the PDF icon. Once download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, click on:

I have downloaded and read the Child Protection Decree and agree to its requirements



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

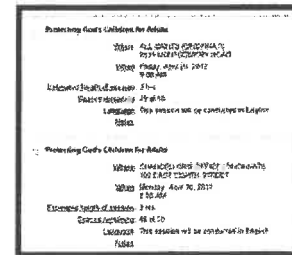
Otherwise choose **YES**.

Have you already attended a Protecting God's Children Session?

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

When you find the "live" session you wish to attend, click the circle next to the title for that date. Click **OK** to complete your registration.

(If you chose YES during the previous step, skip this step.)

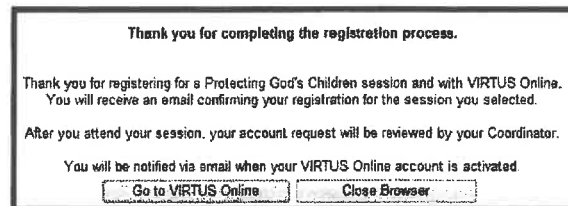


If you chose **YES**, you will be presented with a list of all VIRTUS sessions that have been held in the Archdiocese of Cincinnati (starting June 2012). Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

Please select the session you attended
 -- Please select --

A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration.

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



How to begin a background check with Selection.com® from within VIRTUS®

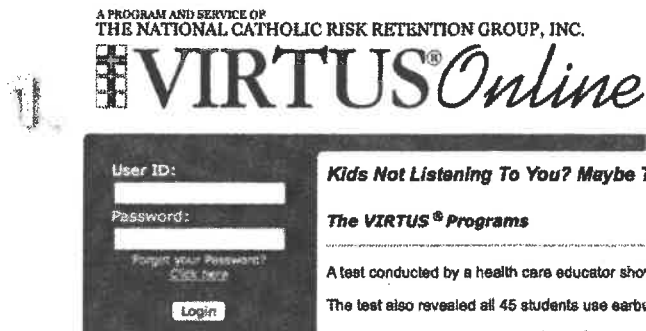
If you DO NOT have a VIRTUS® account:

STEP ONE: go to <http://virtus.org> and create one.

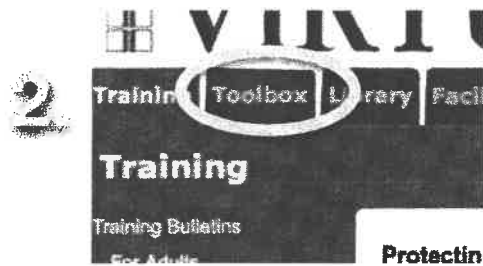
STEP TWO: your on-line background check will be processed as part of creating an account.

If you DO have a VIRTUS® account:

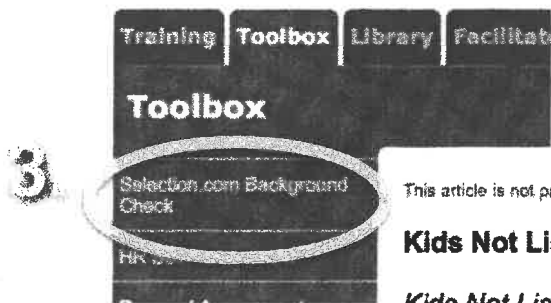
STEP ONE: login to VIRTUS®



STEP TWO: Click on "Toolbox"



STEP THREE: Click on "Selection.com Background Check"





SELECTION.COM / ARCHDIOCESE OF CINCINNATI
Background Check Release Form

For Office Use Only

TYPE OF PRINTS (check one):

BCI&I only BCI&I and FBI FBI only

Results sent to Ohio Department of Education / Teacher Certification:

Yes N/A

PLEASE **PRINT** THE FOLLOWING INFORMATION **LEGIBLY**:

LEGAL NAME:

_____ (First) _____ (Middle) _____ (Last)

ADDRESS: _____

CITY, STATE, ZIP: _____

DAYTIME PHONE () _____ SSN: _____ / _____ / _____

DATE OF BIRTH: _____ / _____ / _____ PLACE OF BIRTH: _____

List your primary **Archdiocese of Cincinnati** parish / school / institution where you will work, the **city**, your **role** and your **position**.

Parish/School/ Institution	City	Role (ED, EM, P) *	Position (what are you doing there)

* ED = Certified Ohio Department of Education educator, aide or high school coach; EM = paid employee; P = Priest residing / serving within the Archdiocese of Cincinnati

Are you currently or will you become (only applies to locations within the Archdiocese of Cincinnati):

Yes	No	ODE**
		Paid school bus or van driver No
		Day Care Center employee (Child Daycare Center Owner, Licenses or Administrator Type A Daycare Home Owner) Yes***
		Maintenance staff, administrative staff, cafeteria staff, before- school care, after-school care, or any other non-licensed school employee No
		Clerics residing / serving with the Archdiocese of Cincinnati – includes priests, seminarians, deacons, religious women No
		Paid teacher, including non-tax supported school teacher Yes
		Paid substitute teacher (substitutes are cleared for all schools and do not need to list school(s) individually above) Yes
		Paid teacher aide or paid classroom aide Yes
		Paid lunchroom monitor or paid playground monitor Yes
		Pupil Activity Supervisor or coach – <u>THIS APPLIES TO ALL PAID / VOLUNTEER HIGH SCHOOL COACHES</u> Yes
		Non-paid student teacher or non-paid teacher doing pre-service field experience Yes

** If Yes, the fingerprint results will automatically be sent to the Ohio Department of Education for certification / licensure requirements.

***The fingerprint results will automatically be sent to Ohio Department of Job and Family Services for certification / licensure requirements.

RELEASE OF BACKGROUND CHECK RESULTS

I certify that the personal identifiers provided on this form are accurate and I voluntarily and knowingly authorize this WebCheck agency (SELECTION.com) to submit information to the Ohio Bureau of Criminal Identification and Investigation (BCI&I) and the Federal Bureau of Investigation (FBI) (if requested) to conduct a criminal records check for information relating to me.

I voluntarily and knowingly authorize BCI&I to disseminate criminal arrest, conviction and juvenile delinquency adjudication records to the WebCheck provider or agency I have designated to receive this information.

I voluntarily and knowingly release and discharge the Ohio Attorney General's Office, BCI&I and their employees, the Archdiocese of Cincinnati, its parishes, schools, agencies, institutions, employees and volunteers, and any and all individuals connected therewith from all claims and liability related to this authorized criminal record review and dissemination.

This authorization and waiver is valid for one year from the date this background check was conducted.

SIGNATURE: _____

DATE: _____ / _____ / _____



By initialing, you are stating that you have looked at ALL information on the computer Webcheck screen, including your Social Security Number, and that ALL the information is correct. We cannot make any changes once the Webcheck is submitted. If you need to be re-fingerprinted because of any errors, you will be responsible for payment.