

Registration Process for New Registrants

Creating an Account

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 **ESPANOL: ACCESO O INSCRIPCION** on the right side of the screen to begin registration.

Create your own 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 (use full legal name)

Email address, Home Address, City, State, Zip, Phone Number, Date of Birth, and any additional names.

(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.

Note: Catechists should not select "Educator" as a role, as it will trigger fingerprinting requirement.

Please enter the title or function within your location.

Click **Continue** to proceed.

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-Laffin (Chicago)
- Volunteer ✓

Are you associated with any other locations?

Yes

No

Please read all the following three questions before answering:

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

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 or department?

"Are you being asked to create a VIRTUS account for VIRTUS Protecting God's Training purposes only and no other Archdiocesan compliance requirement (e.g., background check, required documents, etc.)?"

Click **Continue** to proceed.

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

☐ Yes ☐ No

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 or department?

☐ Yes ☐ No

Are you being asked to create a VIRTUS account for VIRTUS Protecting God's Children training purposes only and no other Archdiocesan compliance requirement (e.g., background check, required documents, etc.)?

☐ Yes ☐ No

Volunteer Reference Checks

Two references are required for new volunteers. (Employee references are checked through HR process.)

As a Volunteer, please enter a Professional Reference (If you are a volunteer and not employed, please provide a personal reference instead – for a total of two personal references).

Click **Save** to proceed.

New

Reference 1 of 2 (Professional)

If you are a volunteer and not employed, please provide a personal reference instead - for a total of two personal references.

First
Last
Email
Phone 1 Type: -- Select --
Phone 2 Type: -- Select --
Address
Address 2
City
State
Zip
Relationship
Years Known

As a Volunteer, please enter a Personal Reference.

Click **Save** to proceed.

New

Reference Saved

Reference 2 of 2 (Personal)

First
Last
Email
Phone 1 Type: -- Select --
Phone 2 Type: -- Select --
Address
Address 2
City
State
Zip
Relationship
Years Known

➤ HR Employee Handbook

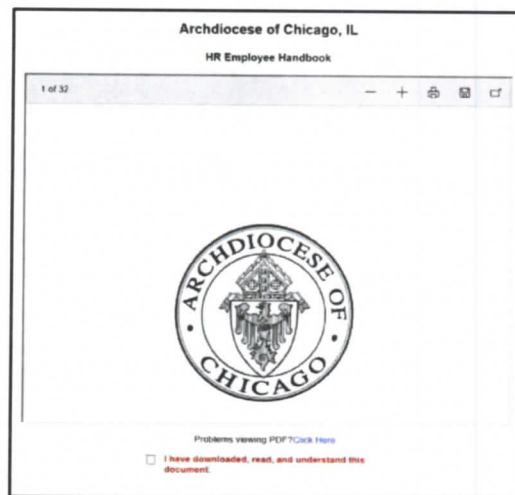
This requirement is **only** for all employees and those priests who oversee employees, as part of the Sexual Harassment Prevention Training requirement.

As an **employee or priests who oversee employees**, please review the **Employee Handbook** and acknowledge:

By my electronic signature below, I acknowledge that on the date printed below, I was provided a copy of the Archdiocesan employee handbook or electronic access to the Archdiocesan employee handbook available online at <http://hr.archchicago.org>. I understand that I am expected to read the entire handbook.

I further acknowledge that if I am unable to access the handbook online, I can contact the Human Resources Department of the Archdiocese at 312-534-5360 and request a hard copy of the handbook.

The Employee Handbook contains important information about the Archdiocese, and I understand that I should consult the Archdiocesan Human Resources Office regarding any questions not answered in the handbook. Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the Archdiocese's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I understand that this handbook is not a contract of employment. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Office any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Archdiocese following any modifications to the handbook, I thereby accept and agree to such changes.



Please review the following "Required Document" for clergy, employees and volunteers that serve with minors 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".

This is an **annual requirement** for all employees and volunteers who **serve with children** and/or youth.

Site Administrators are responsible to **gather completed CANTS Forms** to copy and **enter date** in each person's Virtus account under the "Required Documents" tab, after **sending the signed original to DCFS in Springfield**.

Please review the following "Required Document" for all clergy, employees and volunteers 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 and agree to this document and enter your full name and today's date.

Click **Continue** to proceed.

As of July 2020, the Code of Conduct is an annual requirement for all clergy, employees and volunteers.

Archdiocese of Chicago, IL
Code of Conduct

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Code of Conduct for Church Personnel

As someone who ministers to young people and/or vulnerable adults, I will maintain a professional role and be mindful of the trust and power I possess as a minister to young people and vulnerable adults.

To achieve this, I WILL NOT:

- Touch a minor or vulnerable adult in a sexual way or other inappropriate manner.
- Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any other closed room.
- Share a bed with a minor or vulnerable adult.
- Take an overnight trip alone with a minor or vulnerable adult.
- Acquire, possess or distribute pornographic images of minors under the age of 18.
- Introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, games, websites, computer software or entertainment to a minor or vulnerable adult.

Programs viewing PDFClick 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)

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

DECLARATIONS PAGE - VOLUNTEER COMPLIANCE FORM

The Archdiocese of Chicago requires you to complete this form as a condition of your participation in any program or activity. The information provided in this application is required to help us provide the highest quality Catholic programs for the purpose of our mission. Please read and fill out each of the statements below.

- ☐ I declare that all statements included in this application, to the best of my knowledge, are true, accurate and complete. Any false statements, misrepresentations or omissions of fact may result in the disqualification or removal of this application or removal from the volunteer service.
- ☐ I hereby authorize the Archdiocese of Chicago to verify any of the information provided in this application and I authorize my past and present employers, and associates, such organizations agencies or have I have performed volunteer service, and any individual or organization which might be subject to my financial statement opportunity to receive 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 position is subject to a criminal background check and that such check will include any federal, criminal history reports the Bureau of the Illinois State Police, the Illinois Department of Corrections, the Illinois State Police, the Archdiocese of Chicago to conduct a criminal background check and other reports shall, for purposes of this application. I further authorize the Archdiocese of Chicago to conduct such checks periodically throughout my volunteer service.

Programs viewing PDFClick 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)

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, please select the online session to complete.

(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.**)

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)

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](#). (You will submit your background check in the secure S2Verify System).

Users must follow all the prompts and links to enter a background check in the S2Verify System.

Within the S2Verify secure system, please start the background check process.

Thank you for completing the registration process!

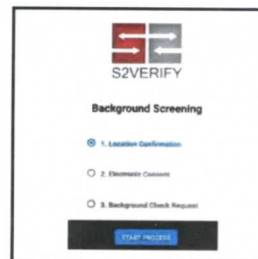
Background Check

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](#)

The screenshot shows the S2Verify logo at the top, followed by the text "Background Screening". Below this, there is a list of three steps: "1. Location Confirmation" (which is selected with a blue circle), "2. Electronic Consent" (with an unselected circle), and "3. Background Check Request" (with an unselected circle). At the bottom of the list is a blue button labeled "NEXT STEPS".