

Diocese of Gary Registration Instructions

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

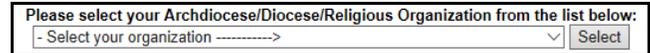
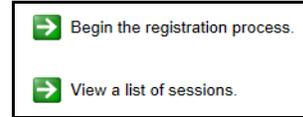
Click on this link to access the VIRTUS Registration page:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18536

Or:

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

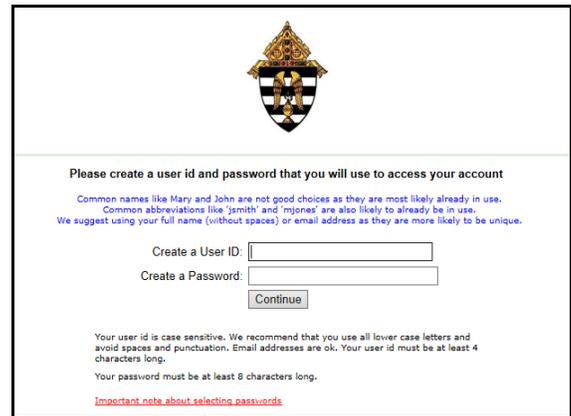
On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

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.



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, 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.



Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

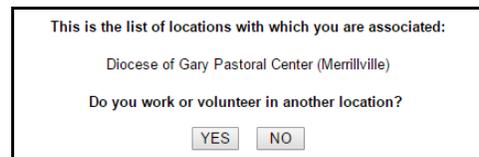
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



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**.



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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.

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"/> Candidate for ordination <small>Includes seminarians, candidates for the seminary, and candidates for the diaconate who are over the age of 18. Also includes those men who are in their final year of the Diocese of Gary via Ministry Formation program to become a Deacon.</small>	<input type="checkbox"/> Parent <small>Includes any religious order or diocesan priest in active or supply ministry (including "retiree" priests who continue to celebrate the occasional Mass, wedding, baptism, etc.) since these activities put them in a position to be around children.</small>
<input type="checkbox"/> Deacon <small>Includes any deacon in active or supply ministry (including "retiree" deacons who continue to celebrate the occasional Mass, wedding, baptism, etc.) since these activities put them in a position to be around children.</small>	<input type="checkbox"/> Priest <small>Includes any religious order or diocesan priest in active or supply ministry (including "retiree" priests who continue to celebrate the occasional Mass, wedding, baptism, etc.) since these activities put them in a position to be around children.</small>
<input type="checkbox"/> Educator <small>Salaried teachers and principals in diocesan and parish elementary and high schools.</small>	<input type="checkbox"/> Volunteer <small>Non-salaried persons who assist the diocese and parishes and/or schools: religious education catechists, volunteer youth ministers, coaches, parent volunteers, etc.</small>
<input type="checkbox"/> Employee <small>Salaried persons (other than priests/deacons or teachers) who are employed full-time and part-time by and work directly for parishes and schools such as parish and youth ministers, school support staff (Development Director, secretary, maintenance), rectory personnel (secretary, business manager, housekeeper), etc.</small>	

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:

Select the any additional roles that apply. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Click **Continue** to proceed.

Please select any additional roles that you play within your diocese

Please check all that apply.

<input type="checkbox"/> Catechist <small>A person who teaches the faith to children, youth, or adults.</small>	<input type="checkbox"/> Principal <small>An administrator of an elementary or high school for the Catholic Schools of the Diocese of Gary.</small>
<input type="checkbox"/> Coach <small>A person who coaches an athletic team in an elementary or high school, whether paid or volunteer.</small>	

Please answer the three questions.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

Yes
 No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

Yes
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

Yes
 No

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**.

Diocese of Gary, IN

Practical Guidelines for a Safe Environment for our Youth

Practical Guidelines for a Safe Environment for our Youth

I have downloaded, read, and understand these guidelines.

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)

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?

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If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children instructor-led** 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 **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Richmond**. 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
 - Where: St. Peter (LaPorte)
 - When: Monday, June 19, 2017
6:00 PM
 - Estimated length of session: 3 hrs
 - Spaces remaining: unlimited
 - Language: This session will be conducted in English
 - Notes: Held at the St. Peter Parish Center Due to the sensitive nature of the material, no one under age 18 is allowed.
 - Wheelchair accessible: Yes
- Protecting God's Children for Adults
 - Where: St. John the Evangelist (St. John)
 - When: Tuesday, August 22, 2017
7:00 PM
 - Estimated length of session: 3 hrs
 - Spaces remaining: unlimited
 - Language: This session will be conducted in English
 - Notes: Training held in the St. Francis Room in the basement of the church. ADDRESS: 10701 Olcott Avenue, St. John, IN 46373
Due to the sensitive material, no children under 18 are permitted.

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 with VIRTUS Online.

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.

By clicking this button, you will be directed to their secure website called Fastrax™.

You will be notified via email when your VIRTUS Online account is activated.

You are now within the secure website of **FASTRAX®**. Please click on **Enter Background Check Info** to proceed.

Please complete the 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

After you attend the training session, you will receive an email of approval.

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

To contact the background check provider, Selection.com, please contact their helpdesk at _____.

Thank you for completing the registration process!

Inquiry Release
 Enter Applicant Info
 Review
 Complete

FASTRAX EMPLOYMENT INQUIRY RELEASE

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