

Diocese of Jackson Registration Instructions

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

Click on this link to access the VIRTUS Registration page:

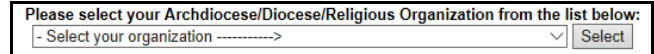
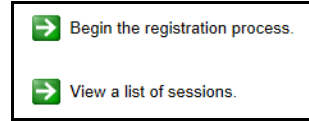
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37393

Or:

Go to www.virtus.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 **Jackson - 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 usernames.

Click **Continue** to proceed.

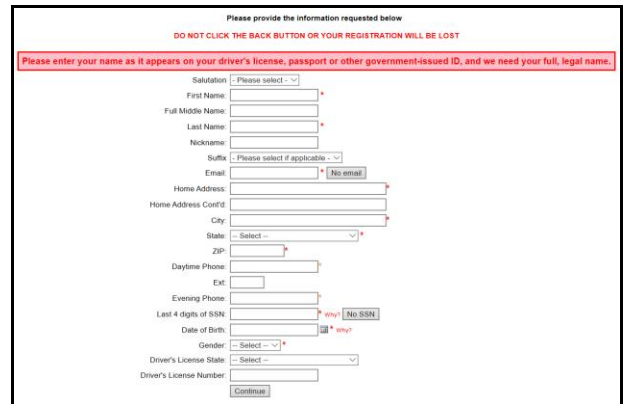


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Last for SSN, Date of Birth, Gender, and Driver's License information.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

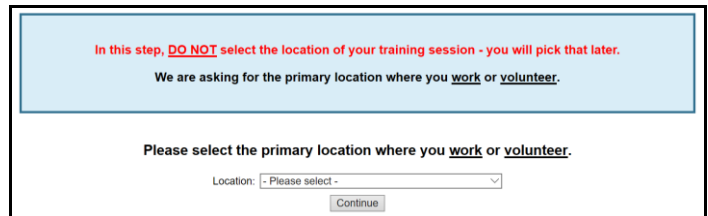
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



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).



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

Roles similar to New Ulm, including the secondary role for Employees

Please select the primary location where you **work** or **volunteer**.

Location: All Saints Church (Belzoni)

Please check all that apply. You must select at least one role.

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

- Candidate for ordination
- Deacon
- Educator
- Employee
- Priest
- Volunteer

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

Continue

Your selected location(s) and role(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**.

You have chosen following locations and roles:

All Saints Church (Belzoni)

• Volunteer ✓

Are you associated with any other locations?

Yes

No

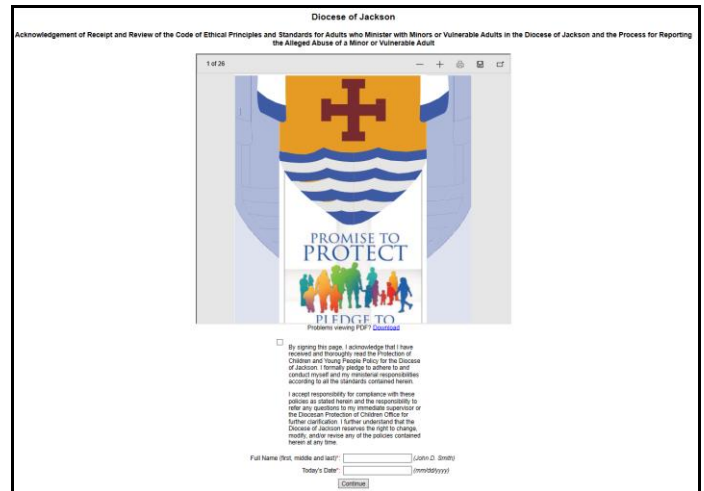
Please review the following **Child Protection Policy**, and respond:

➤ **Acknowledgement of Receipt and Review of the Code of Ethical Principles and Standards for Adults who Minister with Minors or Vulnerable Adults in the Diocese of Jackson and the Process for Reporting the Alleged Abuse of a Minor or Vulnerable Adult**

To proceed, please **Confirm** by clicking on: *"By signing this page, I acknowledge that I have received and thoroughly read the Protection of Children and Young People Policy for the Diocese of Jackson. I formally pledge to adhere to and conduct myself and my ministerial responsibilities according to all the standards contained herein.*

I accept responsibility for compliance with these policies as stated herein and the responsibility to refer any questions to my immediate supervisor or the Diocesan Protection of Children Office for further clarification. I further understand that the Diocese of Jackson reserves the right to change, modify, and/or revise any of the policies contained herein at any time." and enter your full name and today's date.

Click on **Continue**.



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If a **Volunteer**, please submit three references, and references should be non-family members.

Click on **Save** to continue.

Reference 1 of 3

Please enter non family member references only

First	<input type="text"/>	*
Last	<input type="text"/>	*
Email	<input type="text"/>	*
Phone 1	<input type="text"/>	* Type: -- Select --
Phone 2	<input type="text"/>	* Type: -- Select --
Address	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Relationship	<input type="text"/>	*
Years Known	<input type="text"/>	*
<input type="button" value="Save"/>		

Please answer yes or no to the following questions:

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

Have you ever been convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

Click on **Continue**

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

Yes
 No

Have you ever been convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?

Yes
 No

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

Yes
 No

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 Jackson**.

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 Jackson**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

- Protecting God's Children for **Facilitators**
 - Where:** Sacred Heart Parish-Wichita Falls (Wichita Falls)
1504 Tenth St
 - When:** Saturday, June 23, 2018
10:00 AM
 - Estimated length of session:** 6 hrs
 - Spaces remaining:** unlimited
 - Language:** This session will be conducted in English
 - Notes:** **Facilitator Training Session.**

- Protecting God's Children for **Adults**
 - Where:** Nolan Catholic High School (Fort Worth)
4501 Bridge St
 - When:** Monday, August 6, 2018
 - Estimated length of session:** 3 hrs
 - Spaces remaining:** unlimited
 - Language:** This session will be conducted in English
 - Notes:** **Times to be determined. Only for Teachers and School Staff.**

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Please click on the screen 'You must click here to complete your background check with 'Integrated Screening Partners' to be led to their secure website to submit your background check.

Please complete the needed sections to submit the background check.

If you have any difficulties once you have entered Integrated Screening Partners (ISP), please call the ISP helpdesk at 800-474-4420 or email at custservice@integratedscreening.com.

**** You MUST click here to complete your background check with Integrated Screening Partners ****

Thank you for registering with VIRTUS Online - Your registration is not complete until you submit your background check.

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

After you attend the training session, you will receive an email of approval and have access to a certificate by logging into your VIRTUS account.

If you have additional questions about the VIRTUS registration, please contact the helpdesk at 888-847-8870 or helpdesk@virtus.org.

Thank you for completing the registration process!