

Before taking on-line training, all participants **must** register with **VIRTUS Online**.

VIRTUS Usernames from years ago cannot be reused. If you have an older Virtus account which was created before 2018 you will need to create a new account. Please choose a *new* username upon registration.

https://www.virtusonline.org/virtus/37569/reg_2.cfm



- Begin the registration process.
- View a list of sessions.

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

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

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. (Example: if "jsmith" is taken, use "jsmith123")

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 your **PRIMARY** from the dropdown.

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 or volunteer.

Primary location:

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

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**.

This is the list of locations with which you are associated:
 Christ the King School (Burlington)
 Do you work or volunteer in another location?

Select the role that you serve, and a title or description.

Click **Continue** to proceed.

Please select the primary role that you play within your diocese

- Candidate for ordination
- Deacon
- Priest
- Educator at a diocesan affiliated school
- Non-educator employee at a diocesan affiliated school
- Volunteer at a diocesan affiliated school
- Employee of the diocese
- Employee at a parish or church
- Volunteer at a parish or church
- Employee at a residential care facility administered by Vermont Catholic Charities

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:

[Continue](#)

Please review the following and respond:

➤ **Code of Conduct**

To proceed, please **Confirm** by clicking on: "I hereby acknowledge that I have read and understand the Code of Conduct." and enter your full name and today's date.

Click on **Continue**.

Diocese of Burlington
Code of Conduct

ROMAN CATHOLIC DIOCESE OF BURLINGTON
OFFICE OF CHILD PROTECTION PROGRAM

CODE OF CONDUCT FOR ALL PERSONNEL WHO WORK WITH MINORS

I have read and understand the Code of Conduct. I hereby acknowledge that I have read and understand the Code of Conduct.

Full Name (First, middle and last): Last:

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

[Continue](#)

Diocese of Burlington
Policies on Ethics and Integrity in Ministry

ROMAN CATHOLIC DIOCESE OF BURLINGTON

I have read and understand the Policies on Ethics and Integrity in Ministry. I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry.

Full Name (First, middle and last): Last:

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

[Continue](#)

Please review the following and respond:

➤ **Policies on Ethics and Integrity in Ministry**

To proceed, please **Confirm** by clicking on: "I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry." and enter your full name and today's date.

Click on **Continue**.

To proceed, click on **Begin Background Check** to submit your information for a background check on the Selection.com secure website. This will open a new browser tab with the background check information forms on it.

This will submit your information for review at the diocese and a new background check will be run if necessary. Please submit the form even if you believe that you already have a current background check.

Thank you for registering with VIRTUS Online.

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™.

[Begin Background Check](#)

After completing the background check, please re-open the VIRTUS tab to complete your training.

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

On the new tab, click on **Enter Background Check Info** to begin the background check process, and following the instructions. After you see the screen that says "Your request has been successfully submitted" you can close the Fastrax browser tab and continue to the training.

The Diocese of Burlington welcomes you!

Protecting the children under the care of the Diocese of Burlington is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Ordinariate, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.

Your Information
 Primary location: All Saints Parish, Richford

[Enter Background Check Info](#)

Click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

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!

Online Training Courses

To begin your online training, please click the title of your assigned training:

Protecting God's Children® Online Awareness Session 3.0
 Assigned: 11/15/2018
 Due: 11/29/2018