

# Registration Instructions

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

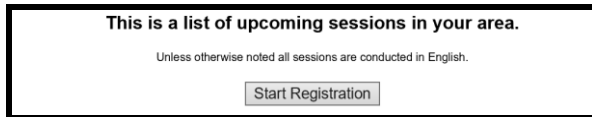
Go to: <https://www.dnu.org/safeenvironment/>

**Click** on "Click here for new employee and new volunteer registration..." to begin the process.

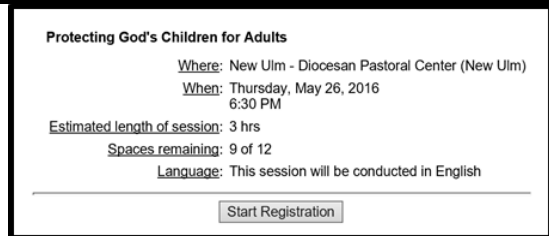
**Then, follow the screens through as directed! Note: Some screens may be different than these instructions because of the various positions.**



To proceed, click on **Start Registration**.

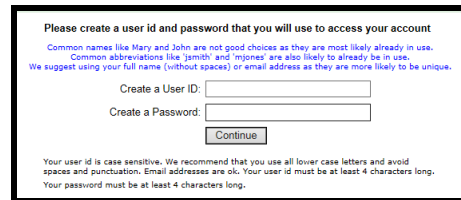


You can view a list of sessions prior to starting the registration process.



**Create** a user ID and a 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, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last 4 digits SSN and Date of Birth.

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

Click **Continue** to proceed.

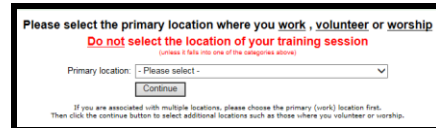
If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](mailto:mail.yahoo.com), or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).



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

Click **Continue** to proceed.

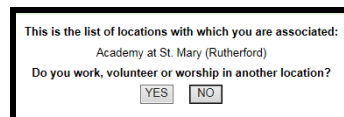
*Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).*



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 and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

You must tell us your position title: Catechist, Chaperone, Grade 4 Teacher, etc.

Click **Continue** to proceed.

Answer two (2) YES/NO questions.

Click **Continue** to proceed.

Please answer **YES** or **NO** to the following questions:

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this Diocese?

Do you manage, supervise or oversee employees or volunteers on behalf of the diocese in any capacity?

Click **Continue** to proceed.

Please answer **YES** or **NO** to the following question:

Have you ever previously been active in the VIRTUS system as a volunteer or employee within the Diocese of New Ulm?

Click **Continue** to proceed.

Please answer **YES** or **NO** to the following questions:

Are you an employee or volunteer?

As an employee or volunteer, are you working with cash, checks, or other negotiables?

As an employee or volunteer, do you drive as a part of your responsibilities for the diocese, parish or school?

Click **Continue** to proceed.

Please review the following and respond to each of the following documents.

## Code of Conduct and Policy 13

To proceed, please enter your full name and today's date, and **Confirm** by clicking on: "Acknowledge Policy 13 and Code of Conduct"

Please know the date **MUST** be the actual date and must be in the required format or you will not be able to proceed. People make this frequent error in entering the date incorrectly.

# Registration Instructions

## Policy 13 – Form B

To proceed, please **Confirm** by clicking on: "I have downloaded and read the form above and will provide to my employer or volunteer location." Please then provide a copy to your employer or volunteer location.



## Summary of Rights Under the Fair Credit Reporting Act

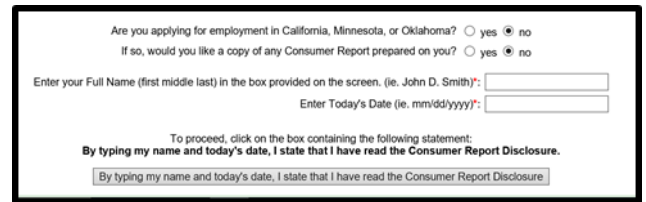
Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization



Please answer **YES** or **NO** to the following questions:

Since you are applying for employment in Minnesota, would you like a copy of any Consumer Report prepared on you?

Please enter your name and today's date and **Confirm** to proceed. Again be sure to enter the date correctly.



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

Otherwise choose **YES**.

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 **Diocese of New Ulm**.

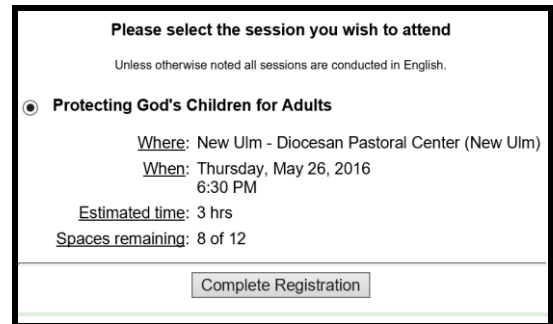
**When** you find the session you wish to attend, click in the circle next to that date -- then click **Complete Registration**.

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

If you do not choose a session, you will be prompted an additional time; however, you can finish without choosing a session if you do not see one that works for you. You will be notified at the completion of registration to return to your new existing account to register for a session at a later time.

If you chose **YES**, you will be presented with a list of all **VIRTUS** sessions conducted in the Diocese of New Ulm as well as an option "Outside the Diocese."

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



## Registration Instructions

**Thank you for completing the registration process.** Please review the screen for important information with regard to your registration. Again, thank you!

There is a link on this last page for completing the background check process. For security reasons, the VIRTUS registration and the background process cannot be fully integrated. This link will take you directly to the secure background check company site with your VIRTUS data already entered in—you will need to add your social security number for the background check.

If you fail to link to this at this time and close out of the registration process, we will "force" a background check on your account. The next time you sign into your VIRTUS account the background check questions will be on your login page screen. We will notify you by email if we have forced an email on your account.

Thank you for following through with each step of the VIRTUS registration screen and the background check process.

We welcome your application for employment/volunteering in the New Ulm Diocese.

Please file your VIRTUS user id and password for future use. Volunteers are required to complete an annual online training module and employees are required to complete quarterly online training modules. Email notices are sent to notify you so it is important to notify your local safe environment coordinator if your email address changes. You do not have the permissions to change information on your account personally.

