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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. 	CLICK HERE FOR NEW EMPLOYEE AND NEW VOLUNTEER REGISTRATION [INCLUDES CURRENT VIRTUS SESSION LISTING]
To proceed, click on Start Registration.	This is a list of upcoming sessions in your area. Unless otherwise noted all sessions are conducted in English. Start Registration
You can view a list of sessions prior to starting the registration process.	Protecting God's Children for Adults <u>Where</u> : New Ulm - Diocesan Pastoral Center (New Ulm) <u>When</u> : Thursday, May 26, 2016 6:30 PM <u>Estimated length of session</u> : 3 hrs <u>Spaces remaining</u> : 9 of 12 <u>Language</u> : This session will be conducted in English <u>Start Registration</u>
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.	Please create a user id and password that you will use to access your account Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like jointh' and "mores" are also filely to already be in use. We suggest using your full name (without spees) or email address as they are more likely to be unque. Create a User ID: Create a Password: Continue Your user II is cate sentitive. We incommend that you use all lower case latters and avoid sasess and purchastion. Email address are not. Your user II must be at least 4 characters long. Your password must be at least 4 characters long.
 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, 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. 	Press provide the information represented below Denoted CLECE the SACE MENTION OF CONCENTRATION HELL BE LESS Solutions
Select the <u>PRIMARY</u> location where you work or volunteer by clicking the downward arrow and highlighting the location. Click Continue to proceed. <i>Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).</i>	Please select the primary location where you work , yolunteer or worship <u>Do not</u> select the location of your training session wave table wave of the sequence starts: Plenary location: [Please asid: - <u>Community</u>] If you are associated with multiple locations, please choose the primary (work) locations for. The club the contrave location to such as these where you valuates or varying.
Your selected location(s) are displayed on the screen. Select <u>YES</u> , 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 <u>NO</u> .	This is the list of locations with which you are associated: Academy at St. Mary (Rutherford) Do you work, volunteer or worship in another location?



Registration Instructions

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 <u>all</u> roles that apply. You must tell us your position title: Catechist, Chaperone, Grade 4 Teacher, etc.	Candidate for ordination Candidate for ordination Candidate for ordination Candidate Order of Foresters Description Candidate Order of Foresters Candidate Order of Candid panda and solution Tengingent of Candid panda and Solution Tengingent of Candid panda Candidate Tengingent of Candid panda Tengingent of
Click Continue to proceed.	
Answer two (2) YES/NO questions.	Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese? O Yes O No
Click Continue to proceed.	Do you manage, supervise or oversee employees or volunteers on behalf of this diocese in any capacity? O Yes O No
Please answer <u>YES</u> or <u>NO</u> 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	Concernent of Neural Ulan They's give for our laters is the Toronto of Neural Ulan They's give for our laters is the Toronto of Neural Ulan They's give for our laters is the Toronto of Neural Ulan They's give for our laters is the Toronto of Neural Ulan They's give for our laters is the Toronto of Neural Ulan They's give for our laters is the Toronto of Neural Ulan They's give for our laters is the Toronto of Neural Ulan They give neural procession of Neural Ulan They give neural procesing procession of Neural Ulan
diocese in any capacity?	(1994)
Click Continue to proceed. Please answer <u>YES</u> or <u>NO</u> 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?	Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese? Yes No Do you manage, supervise or oversee employees or volunteers on behalf of this diocese in any capacity? Yes No
Click Continue to proceed.	
Please answer <u>YES</u> or <u>NO</u> to the following questions:	
Are you an employee or volunteer? As an employee or volunteer, are you working with cash, checks, or other	Diocese of New UIm Information that you provide will be used by ISP to securely complete a background check, and if applicable, a credit and DMV check.
negotiables? As an employee or volunteer, do you drive as a part of your responsibilities for the diocese, parish or school?	Are you an employee or a volunteer? employee or volunteer As an employee or volunteer, are you working with cash, checks, or other negotiables? yes o no
Click Continue to proceed.	As an employee or volunteer, do you drive as a part of your responsibilities for the diocese, parish or school?
Please review the following and respond to each of the following documents.	Diocese of New Ulm Code of Conduct and Policy 13
Code of Conduct and Policy 13	PDF PDF Credit Control PDF
To proceed, please enter your full name and today's date, and Confirm by clicking on: "Acknowledge Policy 13 and Code of Conduct"	Code of Conduct Pailoy 13 I am a volumeter in the Dicess of New UTm. I have read Patiny 13 and this Code of Conduct for Adult Volumeters and growing fault am subject to periodic background decks, and am required to participable in Dicessa alse environment transfer your rooks and an investing transfer to the transfer to periodic background decks, and am required to participable in Dicessa alse environment transfer your rooks and any transfer to the transfer t
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.	Discoses of New Units Policy 19 - Form B These per and complete the time and provide to form aggings: support or challenge to caller Life CASA of CASA-LIFE CASA-LIFE PROVIDED.
Summary of Rights Under the Fair Credit Reporting Act Consumer Report/Investigative Consumer Report Disclosure and Release of Information Authorization	<complex-block></complex-block>
Please answer <u>YES</u> or <u>NO</u> 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.	P Are you applying for employment in California, Minnesota, or Oklahoma?yes @ no If so, would you like a copy of any Consumer Report prepared on you?yes @ no Enter your Full Name (first middle last) in the box provided on the screen. (ie. John D. Smith)*:
 If you have <u>not</u> attended a VIRTUS Protecting God's Children Session, choose <u>NO</u>. Otherwise choose YES. If you chose <u>NO</u> 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 UIm. When you find the session you wish to attend, click in the circle next to that date then click Complete Registration. (<i>If you chose YES during the previous step, skip this step.</i>) 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. 	Have you already attended a VIRTUS Protecting God's Children Session? YES NO Please select the session you wish to attend Unless otherwise noted all sessions are conducted in English. Protecting God's Children for Adults Where: New Ulm - Diocesan Pastoral Center (New Ulm) When: Thursday, May 26, 2016 6:30 PM Estimated time: 3 hrs Spaces remaining: 8 of 12 Complete Registration
If you chose YES, you will be presented with a list of all VIRTUS sessions conducted in the Diocese of New UIm 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	Please select the session you attended Please select Complete registration



Registration Instructions

<u>Thank you</u> 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 be 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.

Thank you for completing the registration process.

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.

Your background check request was submitted successfully. You will receive an email from the background check provider to complete the process.