

Registration Instructions

Prior to the Employment or Volunteering (volunteering with duties with minors), and before 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. If there is not a session offered that will work for you, you still need to register. You will be able to log back in later to add or change the session choice.

Protecting God's Children for Adults

Where: New Ulm - Diocesan Pastoral Center (New Ulm)

When: Thursday, May 26, 2016
6:30 PM

Estimated length of session: 3 hrs

Spaces remaining: 9 of 12

Language: This session will be conducted in English

[Start Registration](#)

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 in use, please choose another ID. We suggest the use of email addresses as user names. RETAIN this information to access your account in the future.

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 'jambh' and 'mjones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

[Continue](#)

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 4 characters long.

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, 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.

Please provide the information requested below
DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation: Please select

First Name:

Middle Name:

Last Name:

Email: (No email)

Home Address:

Home Address Cont'd:

City:

State: Select

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN: (No SSN)

Date of Birth:

[Continue](#)

* Required field

Select the **PRIMARY** location where you will work or where you will 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).

Please select the primary location where you work, volunteer or worship

Do not select the location of your training session
(unless it falls into one of the categories above)

Primary location: Please select

[Continue](#)

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 or worship.

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:

Academy at St. Mary (Rutherford)

Do you work, volunteer or worship in another location?

[YES](#)

[NO](#)

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 **all** roles that apply.

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

Click **Continue** to proceed.



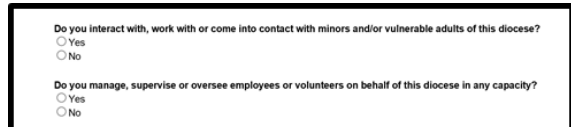
☐ Candidate for ordination
☐ Catholic Order of Foresters
☐ Deacon
☐ Educator (School)
Catholic school teachers and Catholic school principals only. Catechists and other religious education volunteers please select "volunteer" role.
☐ Employee (Catholic School)
☐ Employee (Diocese)
Employed as a member of the diocesan Pastoral Center staff.
☐ Employee (Parish)
☐ Parent
☐ Priest
☐ Volunteer (Parish)
☐ Volunteer (School)

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](#)

Answer two (2) YES/NO questions.

Click **Continue** to proceed.



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

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.



Diocese of New Ulm

Thank you for your desire to serve in the Diocese of New Ulm in order to ensure best practices in the Diocese, you will now be directed to complete code of conduct and policy acknowledgments, background checks, and registration for safe environment training (VIRTUS). By completing these protocols and serving your community, you are making our ministries and environments a safer and more welcoming place for all the people we serve, especially the vulnerable.

Thanks on behalf of the New Ulm Safe Environment Team!

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?

☐ yes ☐ no

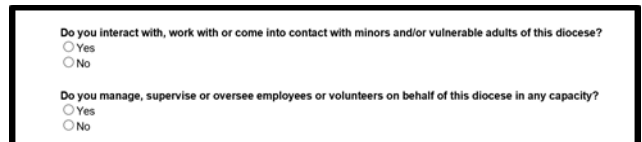
[Click Continue to proceed](#)

[Continue](#)

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.



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

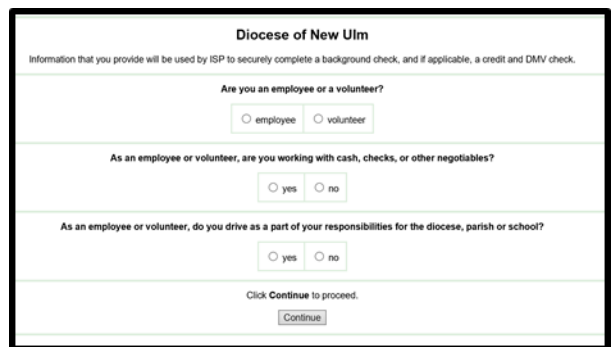
Please answer **YES** or **NO** to the following questions:

Are you an employee or volunteer?

As an employee or volunteer, are you working with cash, checks, or other negotiables? Follow the directions given to you by your parish regarding how to answer this question. A "Yes" will cost your parish additional money so you only want to answer "Yes" if the position requires this.

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

Click **Continue** to proceed.



Diocese of New Ulm

Information that you provide will be used by ISP to securely complete a background check, and if applicable, a credit and DMV check.

Are you an employee or a volunteer?

☐ employee ☐ volunteer

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

☐ yes ☐ no

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

☐ yes ☐ no

[Click Continue to proceed.](#)

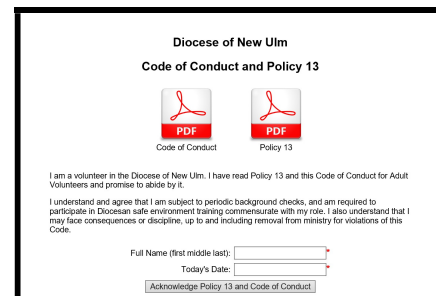
[Continue](#)

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.



Diocese of New Ulm

Code of Conduct and Policy 13

 Code of Conduct
 Policy 13

I am a volunteer in the Diocese of New Ulm. I have read Policy 13 and this Code of Conduct for Adult Volunteers and promise to abide by it.

I understand and agree that I am subject to periodic background checks, and am required to participate in Diocesan safe environment training commensurate with my role. I also understand that I may face consequences or discipline, up to and including removal from ministry for violations of this Code.

Full Name (first middle last):

Today's Date:

[Acknowledge Policy 13 and Code of Conduct](#)

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.



Diocese of New Ulm
Policy 13 - Form B

Please print and complete this form and provide to your employer or volunteer location. COMPLETE ONLY IF YOU HAVE NOT COMPLETED PREVIOUSLY.


 PDF
Form B - Questionnaire

To proceed, click on the box containing the following statement:
I have downloaded and read the form above and will provide to my primary employer or volunteer location.

☐ I have downloaded and read the form above and will provide to my primary employer or volunteer location.

Summary of Rights Under the Fair Credit Reporting Act

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



Diocese of New Ulm
Consumer Report/Investigative Consumer Report
Disclosure and Release of Information Authorization

 PDF
Disclosure of Consumer Report

 PDF
Authorization for Consumer Report

 PDF
FCRA Summary of Rights

I understand that the Diocese of New Ulm is located in Minnesota, that I have the right to request a copy of any report the Company receives on me. I understand that I have rights under the Fair Credit Reporting Act.

I understand that the personal information requested in the registration and application process is subject to a background investigation check. Background investigation checks must be completed before commencement of service by employees or volunteers. For new employees, a background investigation check is not conducted until after a conditional offer of employment is made.

I acknowledge that I have received, read and understood the document "Summary of Rights Under the Fair Credit Reporting Act" (from the previous step).

I acknowledge that I have received, read, and understood the following documents:

- The Consumer Report Authorization
- The Consumer Report Disclosure
- The Summary of Rights under the Fair Credit Reporting Act

Because the application for the position is within the state of Minnesota, 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):

Enter Today's Date (ie. mm/dd/yyyy):

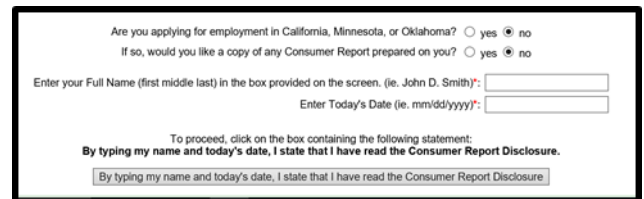
To proceed, click on the box containing the following statement:
By typing my name and today's date, I state that I have read the Consumer Report Disclosure.

☐ By typing my name and today's date, I state that I have read the Consumer Report Disclosure.

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? The Default answer is "No."

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



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):

Enter Today's Date (ie. mm/dd/yyyy):

To proceed, click on the box containing the following statement:
By typing my name and today's date, I state that I have read the Consumer Report Disclosure.

☐ By typing my name and today's date, I state that I have read the Consumer Report Disclosure.

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**



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



Please select the session you attended

-- Please select --

Registration Instructions

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.

Click on the blue print sentence to go to the ISP Integrated Screen Partners Site – you must finish this step at this time—you cannot automatically log back in to it later without additional assistance.

Steps at Background Check Company Site:

You will link to a secure site of the background check company to finalize the process (enter your social security number).

1. Click Button: Contact Information
2. Click Button: Review and Submit Information
3. Click Button: Place order

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 completing the registration process.

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.

Should you end your employment or volunteer position it is important to request your account to be inactivated. The account is only inactivated by your permission or by the parish/Catholic school request.

