

Diocese of Joliet Registration Instructions

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

Click on this link to access the VIRTUS Registration page:

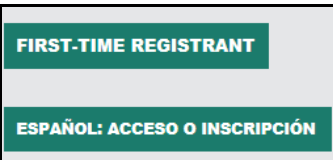
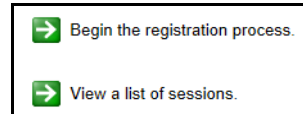
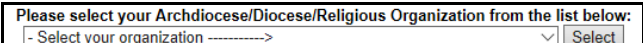
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17156

Or:

Go to <http://www.virtusonline.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 **Joliet - 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.

In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option.

This is a temporary precaution which remain in effect through July 31, 2020. As the social isolation recommendations are updated, we will reevaluate the situation. All live sessions are cancelled until we determine it is safe to gather.



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 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).

In this step, **DO NOT** select the location of your training session - you will pick that later. We are asking for the primary location where you **work** or **volunteer**.

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



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Your selected location(s) are displayed on the screen.

Please select the roles you perform at this location and enter a brief description of your title or position.

Select **Continue** to proceed.

If you are an Employee at a Parish or School, please select any additional roles.

If you are a Volunteer, please select any additional roles.

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

- ☐ Priest
Ordained priest
- ☐ Seminarian
Studying to become a priest
- ☐ Deacon
Ordained permanent deacon
- ☐ Candidate for ordination
Studying to be a permanent deacon
- ☐ Educator
Salaried teachers, school administrators, principals. NOT CATECHISTS
- ☐ Employee (Parish/Parochial)
Paid for work done at the parish/school. DO NOT INCLUDE EDUCATORS
- ☐ Employee (Diocesan/Eparchial)
- ☐ Volunteer
Persons not paid for work done at the parish/school. Include catechist here.

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](#)

- ☒ Employee (Parish/Parochial)
Paid for work done at the parish/school. DO NOT INCLUDE EDUCATORS
- ☐ Employee (Diocesan/Eparchial)
- ☐ Volunteer
Persons not paid for work done at the parish/school. Include catechist here.

Please select any additional roles you perform at this location

- ☐ Employee: Contractor
- ☐ Employee: Substitute Teacher
- ☐ Employee: After School Staff
- ☐ Employee: Musician

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](#)

- ☒ Employee (Diocesan/Eparchial)
- ☐ Volunteer
Persons not paid for work done at the parish/school. Include catechist here.

Please select any additional roles you perform at this location

- ☐ Employee: Contractor
- ☐ Employee: Substitute Teacher
- ☐ Employee: After School Staff
- ☐ Employee: Musician

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](#)

- ☒ Volunteer
Persons not paid for work done at the parish/school. Include catechist here.

Please select any additional roles you perform at this location

- ☐ Volunteer: Catechist
- ☐ Volunteer: Coach
- ☐ Volunteer: Knights of Columbus
- ☐ Volunteer: Parochial School
- ☐ Volunteer: Scout Leader
- ☐ Volunteer: Other

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](#)

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Select **Yes** if you are associated with any other locations.

Select **No** for no other locations.

You have chosen following locations and roles:

All Saints Catholic Academy (Naperville)

• Volunteer ✓

Are you associated with any other locations?

Yes

No

Please answer the three questions.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

☐ Yes

☐ No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

☐ Yes

☐ No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

☐ Yes

☐ No

Continue

Please review the following and respond:

➤ Code of Policy Regarding Sexual Abuse of Minors

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

Diocese of Joliet, IL
Policy Regarding Sexual Abuse of Minors rev 2013

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DIocese of Joliet

POLICY REGARDING SEXUAL ABUSE OF MINORS

Revised February 2013

I. INTRODUCTION

On June 14, 2002, the United States Conference of Catholic Bishops approved the *Charter for the Protection of Children and Young People*. On December 8, 2002, the *Essential Norms for Dealing with Allegations of Sexual Abuse of Minors* were approved by Pope John Paul II. In June of 2005, the Charter and the Norms were revised, and in 2011, the Charter was revised in order to reaffirm the deep commitment of the Church to create a safe environment for children and youth.

The Diocese of Joliet first promulgated a policy regarding sexual abuse of minors on June 14, 1990. Revisions were made in September 1993, in June 1997, in June 2003 and July 2008. As with the previous edition, this policy is intended to be in conformity with provisions from the Charter for the Protection of Children and Young People and from the *Essential Norms for Dealing with Allegations of Sexual Abuse of Minors*.

This policy is designed to ensure appropriate responses to allegations of sexual abuse of minors and vulnerable adults by clergy, seminarians, religious, employees and volunteers. It addresses preventing sexual abuse through education and screening, reporting abuse, providing pastoral assistance to persons affected by abuse and the processing of allegations.

A copy of this policy is to be given to all clergy and seminarians as well as to all employees and volunteers who will sign an acknowledgement of its receipt. The policy is also to be published on the diocesan website.

II. DEFINITIONS

Problems viewing PDF? [Download](#)

☐ I hereby acknowledge that I have downloaded, read, and understand the attached document.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)

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

Continue

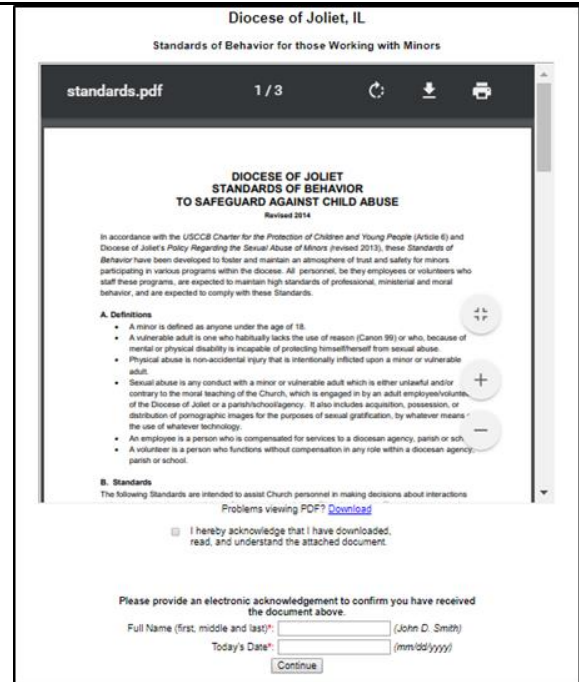
Diocese of Joliet Registration Instructions

Please review the following and respond:

➤ **Standards of Behavior to Safeguard Against Child Abuse**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.



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

Otherwise, choose **YES**.

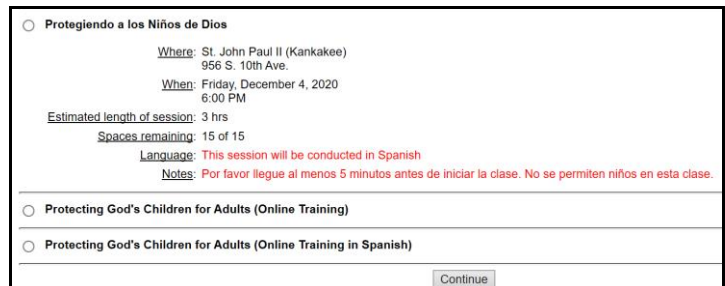
Have you already attended a VIRTUS Protecting God's Children Session?

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** and online sessions scheduled for the **Diocese of Joliet**.

When you find the session training you wish to attend, click the circle -- and then click **Complete Registration**.

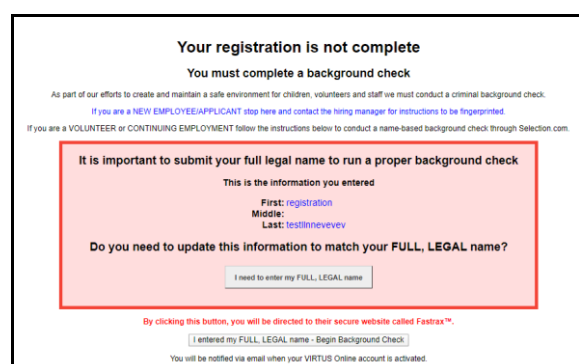
(If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Joliet**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)



As part of our efforts to create and maintain a safe environment for children, volunteers and staff we must conduct a criminal background check.

If you are a **NEW EMPLOYEE/APPLICANT**, please contact the hiring manager for instructions to be fingerprinted. Please click 'Go To Training' and the online training will be accessible if chosen as the selected training.

If you are a **VOLUNTEER or CONTINUING EMPLOYMENT** follow the instructions to conduct a name-based background check through Selection.com website.



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You are now within the secure website of **FASTRAX®**. Please click on **Enter Background Check** Info to proceed.

Please complete the steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check

After you attend the training session, you will receive an email of approval.


The Diocese of Joliet welcomes you!

Protecting the children under the care of the Diocese of Joliet 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 clergy, employees and volunteers of the diocese but also members of religious orders and other organizations that collaborate with our diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in conducting a background check is appreciated. Thank you for helping us ensure the safety of our children.

Your information
Primary location: Assumption

[Enter Background Check info](#)




If you selected online training, please 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.

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: 04/09/2020
Due: 04/23/2020

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

To contact the background check provider, Selection.com, please contact their helpdesk at 800-325-3609.

Thank you for completing the registration process!

