



Before completing **Creating a Safe Environment In-person Training** training, all participants **must** first register with **VIRTUS Online**. Please register by **going** to:

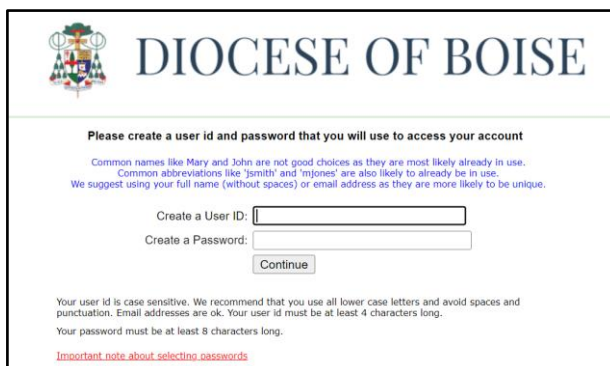
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37790

Or you can also go to www.virtus.org and click on 'First-Time Registrant' and select Boise from the dropdown list.



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.

Click **Continue** to proceed.



DIOCESE OF BOISE

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 'smith' 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:

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 8 characters long.

[Important note about selecting passwords](#)

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, and Date of Birth.

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

Click **Continue** to proceed.



Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Conf'd:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

Please select the primary location where you work or volunteer.

Click **Continue** to proceed.



Please select the primary location where you work or volunteer.

Location:

Select the Primary location where you work or volunteer by clicking the downward arrow and highlighting the location and your associated Role(s).

Then select your specific position or service for the identified roles from the available list.

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.

Location:

Please check all that apply. You must select at least one role.

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

☐ Religious

☐ Employee

☐ Volunteer

☐ Priest

☐ Deacon

☐ Candidate for ordination

☐ Educator

If you have a title within this organization, please enter it below. If you do not have a title, please briefly describe what you do for this organization.

Title or Position of Service:



Your selected location(s) and role(s) are displayed on the screen.
 Select **YES**, if you need to add secondary/additional locations and roles.

Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

All Saints Catholic School (Lewiston)
 • Volunteer 

Are you associated with any other locations?

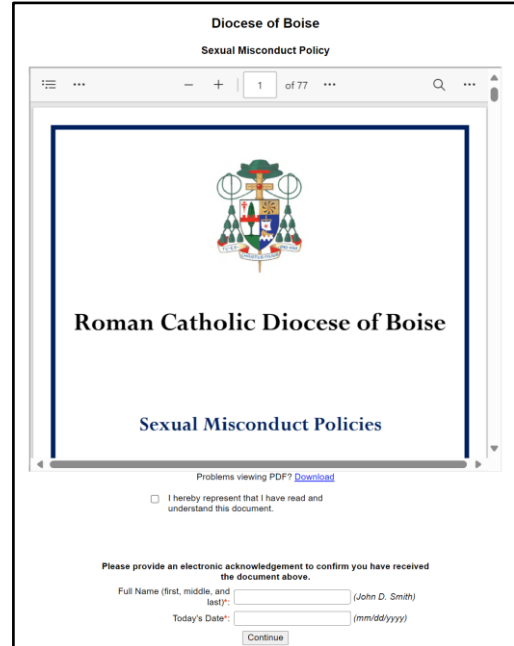
Yes

No

All registrants must please read the **Sexual Misconduct Policy**.

To proceed, please check the box and provide your **electronic signature** and **today's date**.

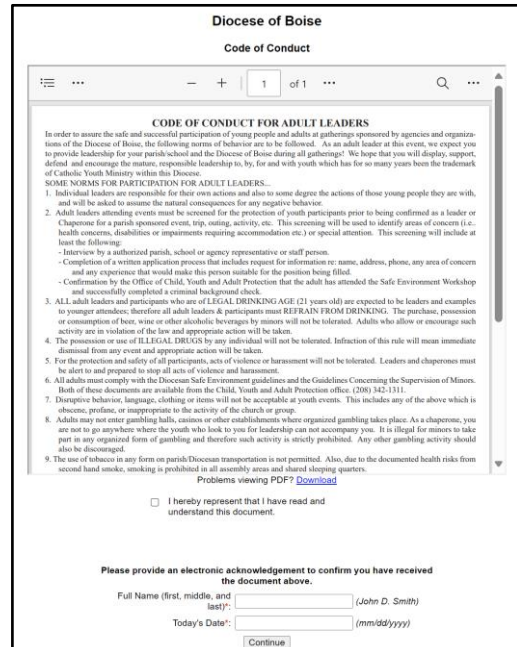
Click **Continue** to proceed.



All registrants must please read the **Policy on Ethics and Integrity in Ministry**.

To proceed, please check the box and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

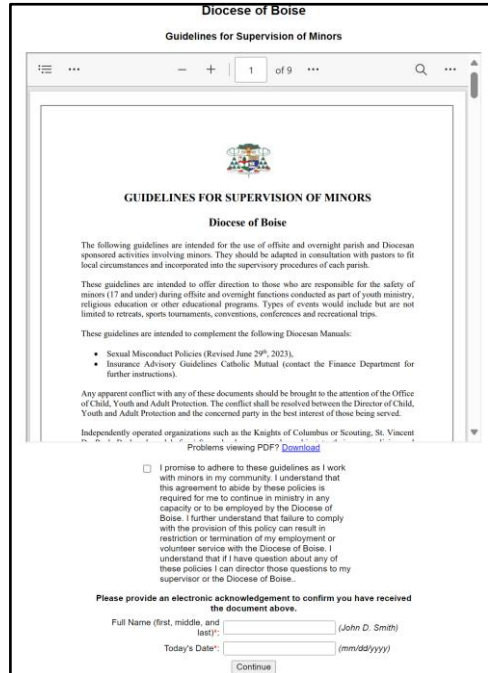




All registrants must please read the document **Guidelines for Supervision of Minors**.

To proceed, please check the box and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.



Diocese of Boise
Guidelines for Supervision of Minors

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GUIDELINES FOR SUPERVISION OF MINORS

Diocese of Boise

The following guidelines are intended for the use of offsite and overnight parish and Diocesan sponsored activities involving minors. They should be adapted in consultation with pastors to fit local circumstances and incorporated into the supervisory procedures of each parish.

These guidelines are intended to offer direction to those who are responsible for the safety of minors (17 and under) during offsite and overnight functions conducted as part of youth ministry, religious education or other educational programs. Types of events would include but are not limited to retreats, sports tournaments, conventions, conferences and recreational trips.

These guidelines are intended to complement the following Diocesan Manuals:

- Sexual Misconduct Policies (Revised June 29th, 2023).
- Insurance Advisory Guidelines Catholic Mutual (contact the Finance Department for further instructions).

Any apparent conflict with any of these documents should be brought to the attention of the Office of Child, Youth and Adult Protection. The conflict shall be resolved between the Director of Child, Youth and Adult Protection and the concerned party in the best interest of those being served.

Independently operated organizations such as the Knights of Columbus or Scouting, St. Vincent de Paul, etc., are not bound by these guidelines.

Problems viewing PDF? [Download](#)

☐ I promise to adhere to these guidelines as I work with minors in my community. I understand that this agreement to abide by these policies is required for me to continue in ministry in any capacity or to be employed by the Diocese of Boise. I further understand that failure to comply with the provision of this policy can result in restriction or termination of my employment or volunteer service with the Diocese of Boise. I understand that if I have question about any of these policies I can director those questions to my supervisor or the Diocese of Boise.

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

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

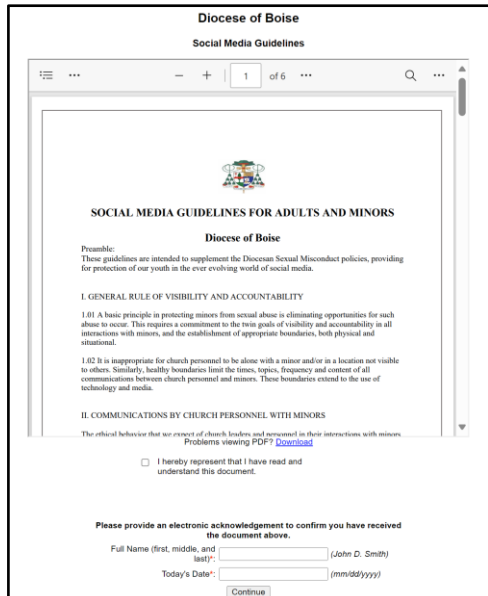
Today's Date: (mm/dd/yyyy)

[Continue](#)

All registrants must please read the document **Social Media Guidelines**.

To proceed, please check the box and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.



Diocese of Boise
Social Media Guidelines

1 of 6

SOCIAL MEDIA GUIDELINES FOR ADULTS AND MINORS

Diocese of Boise

Preamble:
 These guidelines are intended to supplement the Diocesan Sexual Misconduct policies, providing for protection of our youth in the ever evolving world of social media.

I. GENERAL RULE OF VISIBILITY AND ACCOUNTABILITY

1.01 A basic principle in protecting minors from sexual abuse is eliminating opportunities for such abuse to occur. This requires a commitment to the twin goals of visibility and accountability in all interactions with minors, and the establishment of appropriate boundaries, both physical and situational.

1.02 It is inappropriate for church personnel to be alone with a minor and/or in a location not visible to others. Similarly, healthy boundaries limit the times, topics, frequency and content of all communications between church personnel and minors. These boundaries extend to the use of technology and media.

II. COMMUNICATIONS BY CHURCH PERSONNEL WITH MINORS

The ethical behavior that we expect of church leaders and personnel in their interactions with minors.

Problems viewing PDF? [Download](#)

☐ I hereby represent that I have read and understand this 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](#)



Please answer the two questions and if selecting yes, please provide an explanation.

Click **Continue** to proceed.

Have you ever been convicted of a crime involving children?

- ☐ Yes
☐ No

If yes, fully explain the situation and outcome.

Have you ever been convicted of any crime?

- ☐ Yes
☐ No

If yes, fully explain the situation and outcome.

☐ I declare that the statements on this form are true and correct

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

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

[Continue](#)

Next you will be presented with a list of upcoming instructor-led sessions scheduled for the **Diocese of Boise**.

When you find the instructor-led session training you wish to attend or the accessible online training, click the circle -- and then click **Complete Registration**.

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

Please select the session you wish to attend

☐ **Creating a Safe Environment In-Person Training**

Where: All Saints Catholic School (Lewiston)
 3326 14th Street

When: Thursday, May 30, 2024
 9:00 AM

Estimated length of session: 3 hrs

Spaces remaining: unlimited

Language: This session will be conducted in English

[Continue](#)

Please review, and then click on I entered my FULL, LEGAL name - Begin Background Check on the screen to be directed to the Selection.com background check secure website, **FASTRAX®**.

Thank you for registering with VIRTUS Online.

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 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.

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: registration

Middle:

Last: testonlytes

Do you need to update this information to match your FULL, LEGAL name?

[I need to enter my FULL, LEGAL name](#)

If you entered your full, legal name and are ready to continue, click the button below

By clicking this button, you will be directed to their secure website called Fastrax™.

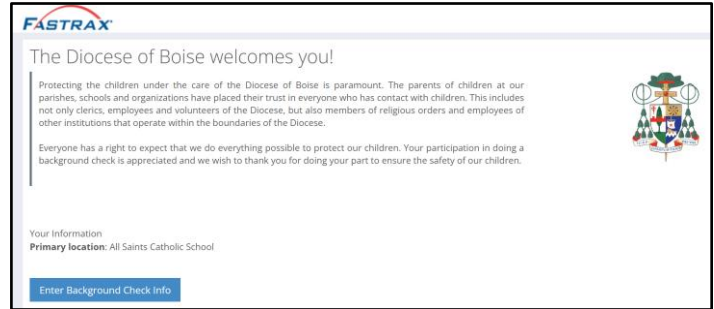
[Begin Background Check](#)



Within the secure website of **FASTRAX®**, please click on **Enter Background Check** Info to proceed.

Please complete the following 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.

To contact the background check provider with any issues within FASTRAX, please contact the Selection.com helpdesk at 800-325-3609.



The Diocese of Boise welcomes you!

Protecting the children under the care of the Diocese of Boise 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 Diocese, 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 Catholic School

[Enter Background Check Info](#)

Once you have registered for a training session, you will be automatically logged into VIRTUS.

Current Training



You have no modules assigned

[You are registered for a session](#)

You indicated that you attended / will attend the following session:

Creating a Safe Environment In-Person Training <small>Date: 05/30/2024 9:00 AM Location: All Saints Catholic School (Lewiston)</small>	Change	Remove
--	------------------------	------------------------

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

