

Before completing Protecting God's Children training online, all participants <u>must</u> first register with VIRTUS Online.

NOTE: if you previously had an account with Virtus, please do not go any further and email mluciano@dioceseaj.org to get your old account reactivated.

For new users to Virtus---- please click on the VIRTUS link to access the VIRTUS Registration page: https://www.virtusonline.org/virtus/reg\_2.cfm?orgtheme=0&=37531



**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, and 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 VIRTUS 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).)

Please se	elect the primary location where	you work or volunteer.
<u>Do not</u> select the location of your training session urless trials into one of the categories above)		
Primary location:	- Please select -	V
	Continue	

**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: All Saints Catholic School (Cresson) Do you work or volunteer in another location? YES NO

**Select** the role(s) that you serve within your parish. Please check all roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

Click Continue to proceed.



**Please** answer the questions presented.

Click Continue to proceed.

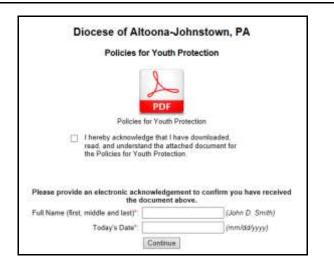
Are you a parent	or guardian of a child under 18?
9 Yes	
◎ No	
	ith, work with or come into contact with minors and/or of this archdiocese/diocese/religious organization?
Yes	
○ No	
	supervise or oversee employees or volunteers on behalf se/diocese/religious organization in any capacity?
○ Yes ○ No	



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

Diocese of Altoona-Johnstown Policies for Youth Protection

To proceed, please enter your full name and today's date, and Confirm by clicking on: "I've downloaded, read, and understand the Diocese of Altoona-Johnstown Policies for Youth Protection.



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

Otherwise, choose YES.

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

YES

NO

Click inside the circle to select the **Protecting** God's Children Instructor-led or Online Training you wish to complete.

Click Complete Registration to proceed.



Click on Begin National Background Check to be directed to the Selection.com background check secure website, if required to complete a background check.

**NOTE:** This national check <u>DOES</u> <u>NOT</u> replace a Pennsylvania Criminal, a Pennsylvania Child Abuse clearance check or the FBI fingerprint check.



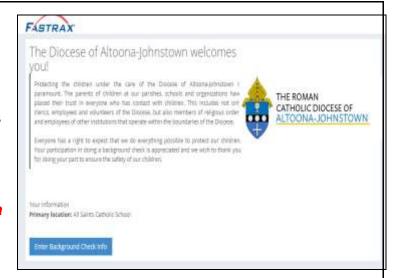


You are now within the secure website of FASTRAX®. Please click on Enter Background Check Info to proceed.

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

NOTE: This national check <u>DOES</u> NOT replace a Pennsylvania Criminal, a Pennsylvania Child Abuse clearance check or the FBI fingerprint check

If you registered for online training, you will be automatically taken to the online training course, after you complete and close the Fastrax screen.



Please read the Fair Credit Reporting Act and then click on 'I Agree' to continue.



**Enter** the necessary fields referenced in red that have not yet been populated.

Scroll down to proceed.





Each applicant is asked if they would like to cover the fee for this national check as an option and donation:

The cost of my *national* background check *which* does not replace any other CPSL clearances, is necessary as part of of my application and commitment to serve as a volunteer with at my parish, school or diocese program under the Diocese of Altoona-Johnstown, is \$10.

I AGREE to contribute this amount as part of my charitable giving commitment in support of my parish, school or organization.

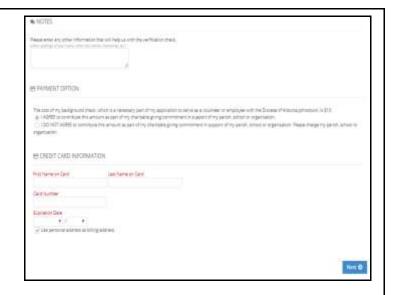
I DO NOT AGREE to contribute this amount as part of my charitable giving commitment in support of my parish, school or organization. Please charge my parish, school or organization (primary location).

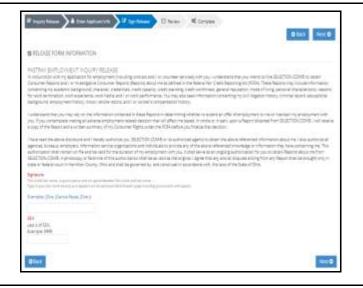
NOTE: This national check DOES NOT replace a Pennsylvania Criminal, a Pennsylvania Child Abuse clearance check or the FBI fingerprint check

Click **Next** to proceed.

**Review** and sign the release by entering your first initial and last name, such as JDoe, and enter the last four digits of your social security number.

Click **Next** to proceed.



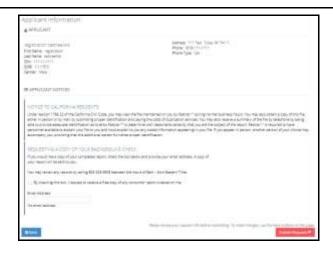




**Review** your information provided, and please note that you can go 'Back' as needed.

**You** can request a copy of your background check by checking the box and providing an email address.

Click Submit Request.

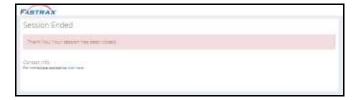


**Review** that your request has been submitted.

You can now close this screen.



#### Your session has ended within Fastrax.



<u>If</u> you selected the **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: 08/06/2018
Due: 08/20/2018

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

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



#### Thank you!