

Virtus Training Registration and Background Check

Everyone who volunteers in the school must participate in the Virtus Training, consent to a background check and sign required documents. (This includes going on field trips with your child.) If you have had the Virtus Training, you do not need it again. If you have not had the training, follow these instructions:

Registration Instructions

Using the Internet, go to www.virtusonline.org

1. On the left side of the page – Click on **First Time Registrant** (green box). For Spanish, select **ESPAÑOL: ACCESO O INSCRIPCION**
2. Begin the registration process.
3. This screen asks you to select your organization:
Click the down arrow by the Select button & click on **Kansas City, KS (Archdiocese)** & then click the **Select** button.
4. Create a **User ID & Password** as prompted and click the **Continue** button. The User Id & Password you select will be used in the future. **It is very important that you select a Password & User Id that you will remember.**
Please complete the requested information (name, address, etc.). The required fields (marked with a red asterisk) of the form must be completed before you will be allowed to proceed to the next screen. After all required fields have been filled in, click **Continue**. If you do not have email access, enter noaddress@virtus.org for the email address. Click the down arrow to select your **Location**. Please note that the “Location” field refers to your home parish or the parish where you are to be employed. Locations not listed should choose the Archdiocese for a location. Click **Continue**.
5. The next screen allows you to select an additional location. This allows you to select all parishes where you work, volunteer or are a member. Choose either **Yes or No** and proceed to the next selection.
6. Click on the box(es) to select **all** the role(s) that apply to your position. Enter your title within the parish/school. **Note:** Be specific on the job description “Title” – scout leader, coach, room parent, bus driver, CCD teacher, Catholic school teacher, etc. Click **Continue**
7. Please select any additional roles. Click **Continue**
8. Answer **Yes or No** to the five questions that are displayed.
9. If you have already attended a VIRTUS Awareness Session, click **YES**.
10. If you are registering for a VIRTUS Awareness Session for the first time, click **NO**. Select the session you wish to attend. Click **OK ****
11. You should see a screen that says “**Thank You for completing the registration process.**”
12. Click **Submit Background Check**. You will now be redirected to Zaeplex, the background screening company to submit your background check information and read, fill out and sign the Safe Environment Program policies.
13. Read the required federal and state notices, then click **Begin my background check submission** on the bottom of the page.
14. Fill out the applicant information completely and click **Submit**.
15. Read the disclosure notice, check the box, type your name and click **submit**.

16. Follow the online instructions to read, fill out and sign the three Safe Environment Program policies and the background check authorization.
17. You have completed the Registration process. Thank you!

** To change a previously scheduled session date (For those who had pre-registered for a session but unable to attend or a session has been cancelled – Log into the original pre-registration account, at the initial screen you will see the original session registered for, select change/remove to select a different session.

Important additional information for the background check portion of the registration process:

When required to complete the background check and policies, plan to have 20-30 minutes to complete the online paperwork. You will need your SSN, drivers license #, and 3 personal references names and numbers. You must complete the entire process all at the same time without backing out. The system will not allow you to save what you start working on and return at a later time to complete.

IMPORTANT:

DO NOT USE THE BACK BUTTON ON THE ADDRESS BAR, OR IT WILL DELETE YOUR PROGRESS AND YOU WILL NEED TO CONTACT YOUR LOCAL PARISH VIRTUS COORDINATOR TO RESET THE BACKGROUND CHECK PROMPT IN ORDER TO START OVER.

THE PROCESS MUST BE DONE ON A COMPUTER, not a tablet, iPad or phone. The system will not allow these devices due to security reasons.