

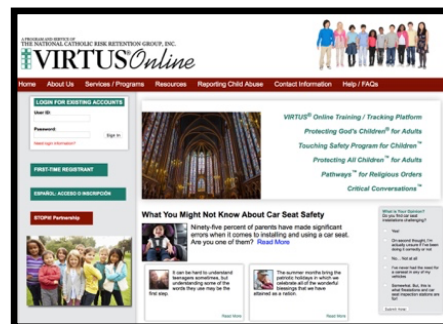
Registration Instructions

In order to complete the Child & Youth Protection Requirements in the Diocese of Tulsa, you must first register for an account with VIRTUS Online.

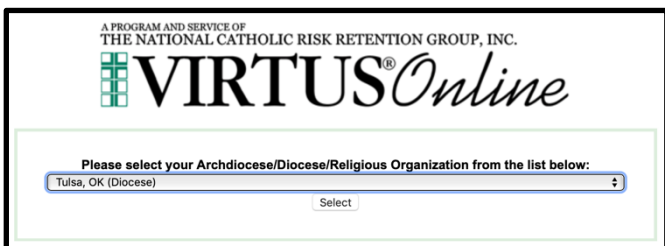
Go to <http://www.virtusonline.org>

On the left side of the screen, click the **First-Time Registrant**, to begin registration.

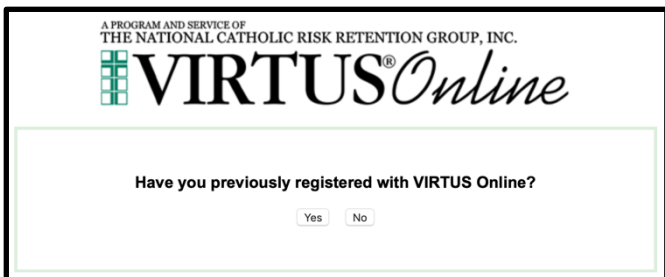
To proceed, click on **Begin the registration process**.



Use the dropdown menu to **Select Tulsa, OK (Diocese)** from the list,



If you have already created an account in VIRTUS, please return to the VIRTUS Online main page and select the link **Need Login Information?**



Choose No

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.



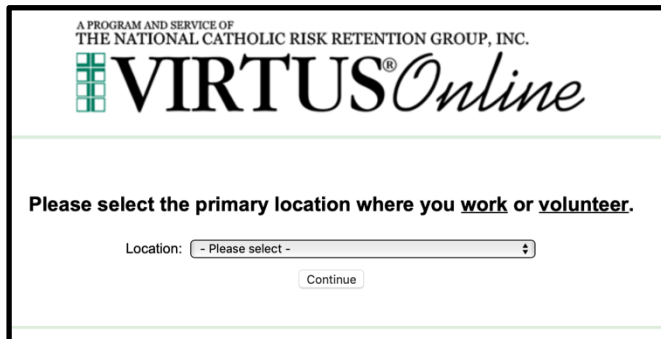
If will need an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you do not have an email address, please let your supervisor know.

Registration Instructions


Select the PRIMARY location where you work or volunteer by clicking the downward arrow and highlighting the location.

Note: This should be the location requesting your background check

Choose **Continue** to proceed.



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 VIRTUS[®]Online

Please select the primary location where you work or volunteer.

Location:

Select your role(s).

Please **read the descriptions carefully**, if your location has not given you specific instructions on which role to choose.

Choose only those roles that apply to the previously selected location. Please check all roles that apply there.

Select Educator ONLY if you are an OK Licensed Catholic School teacher.

Additionally, **enter your title or function** in the box provided [which best describes your role(s)] -- ie. Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed.



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

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

- Candidate for ordination**
Seminarians, candidates for the seminary and diaconate aspirants.
- Deacon**
Only those men who have been ordained to the Order of Deacon and serve in that capacity with the Diocese of Tulsa. This also includes retired Deacons.
- Educator**
CATHOLIC SCHOOL TEACHERS ONLY and substitute teachers in the Catholic Schools of the Diocese of Tulsa who are licensed by the Oklahoma State Department of Education, i.e. Salaried teachers, principals and administrators. This role is NOT for Catechists or Parish Religion Educator staff (they should use the volunteer role or "employee--parish/parochial" role).
- Employee (Diocesan/Eparchial)**
Bishop Kelly Calvary Cemetery Cascia Hall Catholic Charities Monte Cassino Porte Caelli San Miguel School
- Employee (Parish/Parochial)**
This is for Parish and/or non-teacher School employees. Directors of Religious Education Secretaries Coordinators of Youth Ministry Support staff
- Priest**
Incardinated priests Non-incardinated Priests Religious Priests
- Volunteer**
Any unpaid person who is expecting to be regularly engaged in ministry with access to children or vulnerable adults. Catechists- teachers of religion, Nursery workers Leaders and helpers of various youth organizations associated with the Diocese or any parish, such as scouts, campfire, athletics groups and choirs.

Please select any additional roles you perform at this location

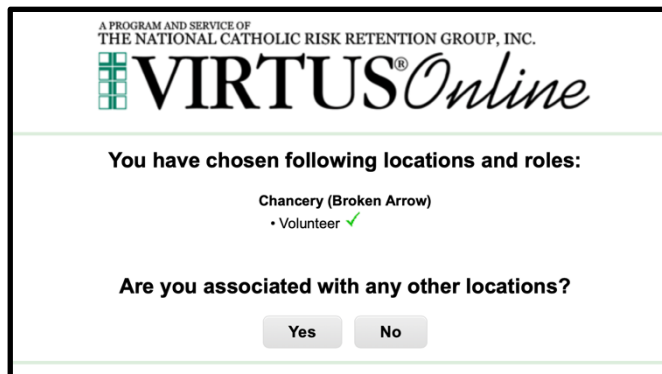
- Independent Contractor**
Vendor

If you have a title please enter it below.
If  have a title, please briefly describe what you do.


Your selected location and roles are displayed on this screen.

Select **YES**, if you need to add secondary/additional locations.
(Follow instructions in previous steps to select additional locations and roles.)

Otherwise, select NO.



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You have chosen following locations and roles:

Chancery (Broken Arrow)
• Volunteer ✓

Are you associated with any other locations?

Registration Instructions

Answer the three YES/NO questions.

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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

Click **Continue** to proceed.

Please **review** Policies & Procedures for the Protection of Children & Young People.


DO NOT TRY TO SIGN THE PDF FILE

Please **check the box**, indicating that you have read and understand the Policies & Procedures for the Protection of Children & Young People.

Type your name and date. Click **Continue** to proceed

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VIRTUSOnline

Diocese of Tulsa
Policies & Procedures for the Protection of Children & Young People

 Policies & Procedures for the Protection of Children & Young People

I hereby represent that I have downloaded, read, and understand the Policies & Procedures for the Protection of Children & Young People of the Diocese of Tulsa and have read and understand the Policies & Procedures for the Protection of Children & Young People Statement of Consent & Understanding and agree to strictly adhere to and actively support these policies as a condition of my employment or appointment.

Please provide an electronic signature to confirm you have read the above document and completed the document above:

Full Name (first middle last): _____
 Today's Date: _____

Continue

Please **review** Code of Ethics Agreement.

DO NOT TRY TO SIGN THE PDF FILE

Please **check the box**, indicating that you have read and understand the Code of Ethics Agreement. **Type your name and date.** Click **Continue** to proceed.

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VIRTUSOnline

Diocese of Tulsa
Code of Ethics Agreement for Pastoral Counselors and Spiritual Directors, and for Adults who Come into Contact with Minors

 Code of Ethics Agreement for Pastoral Counselors and Spiritual Directors, and for Adults who Come into Contact with Minors

I hereby represent that I have downloaded, read, and understand the Code of Ethics Agreement for Pastoral Counselors and Spiritual Directors, and for Adults who Come into Contact with Minors and have read and understand the Statement of Consent & Understanding and agree to strictly adhere to and actively support these policies as a condition of my employment or appointment.

Please provide an electronic signature to confirm you have read the above document and completed the document above:

Full Name (first middle last): _____
 Today's Date: _____

Continue

Select **"I need to apply for a background check and access the VIRTUS Online Training"**
Complete your background check prior to completing your training.

Do not bypass the background check or you will have to ask your local administrator to prompt the background check again.

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VIRTUSOnline

Diocese of Tulsa
Background Check Required?
Please indicate if a background check is required.

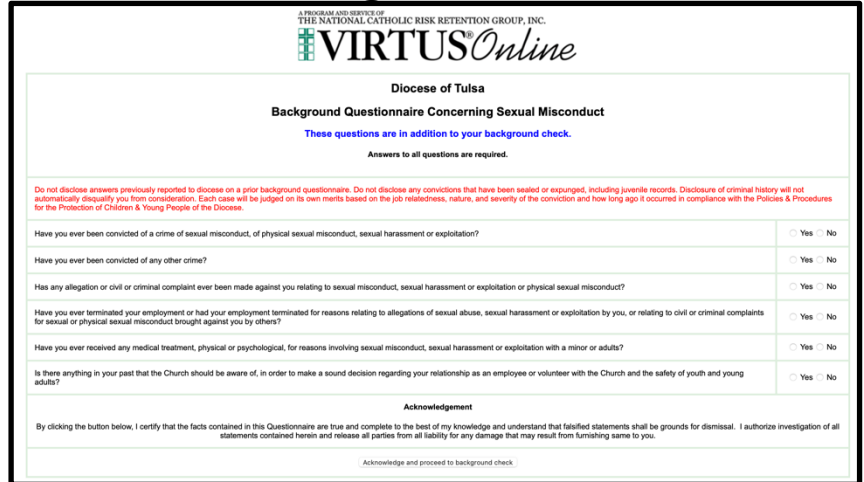
I need to apply for a background check and access the VIRTUS Online Training.

I only need to access the VIRTUS Online Training.

Answer the Background check questionnaire.

Choose NO for the question— **Have you already attended a VIRTUS Protecting God's Children Session?**

Registration Instructions



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VIRTUS[®]Online

Diocese of Tulsa
Background Questionnaire Concerning Sexual Misconduct
 These questions are in addition to your background check.
 Answers to all questions are required.

Do not disclose answers previously reported to diocese on a prior background questionnaire. Do not disclose any convictions that have been sealed or expunged, including juvenile records. Disclosure of criminal history will not automatically disqualify you from consideration. Each case will be judged on its own merits based on the job relatedness, nature, and severity of the conviction and how long ago it occurred in compliance with the Policies & Procedures for the Protection of Children & Young People of the Diocese.

Have you ever been convicted of a crime of sexual misconduct, of physical sexual misconduct, sexual harassment or exploitation? Yes No

Have you ever been convicted of any other crime? Yes No

Has any allegation or civil or criminal complaint ever been made against you relating to sexual misconduct, sexual harassment or exploitation or physical sexual misconduct? Yes No

Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of sexual abuse, sexual harassment or exploitation by you, or relating to civil or criminal complaints for sexual or physical sexual misconduct brought against you by others? Yes No

Have you ever received any medical treatment, physical or psychological, for reasons involving sexual misconduct, sexual harassment or exploitation with a minor or adults? Yes No

Is there anything in your past that the Church should be aware of, in order to make a sound decision regarding your relationship as an employee or volunteer with the Church and the safety of youth and young adults? Yes No

Acknowledgement
 By clicking the button below, I certify that the facts contained in this Questionnaire are true and complete to the best of my knowledge and understand that falsified statements shall be grounds for dismissal. I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing same to you.

[Acknowledge and proceed to background check](#)



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

YES NO

Choose the language of the training you wish to complete.



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Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

[Complete Registration](#)

You will see the Background check screen next. To complete a Background Check, **click** on link: Complete Trak-1 Background Check. **COMPLETE Background Check upon this account creation or you will have to call your safe environment local Admin to reset the prompt.**

Registration Instructions

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VIRTUSOnline

Thank you for registering with VIRTUS Online.

You have registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account. You will receive an email confirming your registration.

You are required to complete a background check. Your registration is not complete until you submit your background check with Trak-1

Please complete your background check with Trak-1. By clicking on the link below, you will be directed to Trak-1's secure website.

[Complete Trak-1 Background Check](#)

This link will direct you to Trak-1's secure website.

Please **review** the Disclosure Regarding Consumer Reports and the Summary of your Rights **Click Continue** to proceed.

Registration Instructions

Please review the application Authorization

Use your mouse or finger (if on a phone) to **draw** your signature in the BLUE box provided on the screen. Scroll down the page.

Click Continue to proceed.

TRAK-1
Applications

AUTHORIZATION

What Authorization Means
Your signature below indicates the following:

- You authorize, without reservation, Trak-1 or any third party to obtain and/or furnish to Chenoisy Youth Office Broken Arrow RCDOT any records or information referenced in the provided disclosure statement for employment-related purposes.
- You authorize ongoing procurement of any records or information, reports and records at any time during your employment to the extent allowed by law.
- You authorize the use of a fax or photocopy of this authorization as having the same authority as the original.
- You authorize and request, without reservation, any present or former employer, school, police department, financial institution, division of motor vehicles, consumer reporting agency, or other entity, person or agency having knowledge about you to furnish Chenoisy Youth Office Broken Arrow RCDOT and/or Trak-1 with any and all background information to their possession regarding you for these stated employment purposes.
- You understand and agree that in connection with your employment your consumer report information, whether investigative or otherwise, may be shared with and/or reviewed by all applicable parties involved in the hiring process.
- You have read and fully understood the foregoing disclosure and this authorization.
- You certify that all the information you have provided on this form is true, complete, correct and accurate, and
- You certify you have received, reviewed and understand the "Summary of Your Rights under the Fair Credit Reporting Act (15 U.S.C. §1681 et seq.)" which is published by the Federal Trade Commission to help you know your rights.

As specified in the Disclosure, I understand that by entering an electronic signature or text in the signature box I am acknowledging my understanding and agreement to have Trak-1 Technology conduct a background check on me and to provide a copy of my background check report to Chenoisy Youth Office Broken Arrow RCDOT.

Applicant Signature

Click Signature **Signature Not Working?**

Continue

Check this box if you are a Minnesota, Oklahoma, or California applicant, and you would like to receive a copy of your consumer report, if one is obtained. For California applicants only a copy of your report will be sent to you by the above-referenced employer within three business days beginning on the date of receipt by the employer. For Minnesota applicants only the consumer reporting agency shall furnish a copy of your consumer report within twenty-four hours of providing it to the above-referenced employer. For Oklahoma applicants only the consumer reporting agency shall furnish a copy of your consumer report.

CALIFORNIA APPLICANTS: Pursuant to § 1796.22 of the California Civil Code, you may view the file maintained on you by Trak-1 during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone upon production of adequate identification. Trak-1 is required to have trained personnel available to explain your file to you and any coded information contained therein. You may appear in person alone, or with another person of your choice, provided that this additional person furnishes proper identification. California Civil Code section 1796.16(2) requires a separate disclosure and authorization to be signed by an applicant or current employee each time a background check is performed for employment purposes. This requirement does not apply in situations where the employer has a suspicion of embezzling or misconduct by a current employee.

MAINE APPLICANTS: Pursuant to Maine state law, § 1317(2), Trak-1 is required to reinvestigate any consumer dispute made by a consumer residing in the state of Maine within 21 calendar days of notification of the dispute by the consumer.

Continue

To proceed with your Background Check, enter the requested applicant information into the designated fields.

Omit any apostrophes or hyphens from your name.

Do not enter your City/State, instead **enter your zip code** and select the red “Click to populate City/State” button. It will be entered automatically.

Do not overwrite the City/State from what is populated.
Click Continue to proceed.

TRAK-1
Applications

Applicant Information
Fields marked with an asterisk () are required*

* Email Address

* First Name * Middle Name * Last Name

Suffix *I have no middle name.

Sex Race

* Social Security Number * File Type SEN

* Date of Birth Estimated Salary

* Address (Street address only) Address (Appt. number, etc.)

Country City

State * Zip **Click to populate City/State**

Next

Review all information on the screen for accuracy.

Registration Instructions

To **make corrections**, click **Back**.

When information is verified, correct and complete, **click** on **Submit Application**.

TRAK-1

Applications

Confirmation
You are not done... Please confirm the information below!

Applicant Info
NA Denotes an empty field. No information was given.

Email Address
Copy of your background screening will go to this email address

First Name Last Name
 First Name Middle Name Last Name

Gender
 MA MA
 M F

Social Security Number

Date of Birth Estimated Salary

Address (Street address only) Address (Not Office, Bld number)

Country City

State Zip

[Back to Applications](#) [Submit Application](#)

Close screen and/or return to VIRTUS Online and access your *Protecting God's Children* training.

Select the "You have 1 online module..." link in the Current Training box.

Home test donna
 Diocese of Tulsa, OK

Message Center

Current Training
 You have 1 online module assigned
[Register for an upcoming session](#)

Required Documents
 Your documents are current

Contacts
 Your primary contact
 Megan Blakley
 mblakley@diocesoftulsa.com

My Info
 Your primary location
 All Saints Catholic School- Broken Arrow (Broken Arrow)
 Your primary role
 Volunteer

Click on the title of the training which will begin the training. Training typically takes 1-1 ½ hours and consists of several modules with questions to answer.

If you have questions, please contact the local administrator at the Church or School requiring your compliance with Child & Youth Protection Requirements.

Thank you!

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VIRTUS Online

Home

Message Center

Online Training Modules

To begin your online training, please click the title of your assigned training:

✓ **Protecting God's Children® Online Awareness Session 3.0**
 Assigned: 07/29/2021
 Due: 08/12/2021

Other Languages Available (You may change versions)
 Otros idiomas disponibles (puede cambiar versiones)

Protecting God's Children® Online Awareness Session 3.0 (Spanish)

⚠ Past due
 ⚠ Due date approaching
 ✓ Assigned