

**Before** completing **Protecting God's Children** training online or a classroom session, all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37364](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37364)

Or, please register by going to [www.virtus.org](http://www.virtus.org) and click on 'First Time Registrant'.



**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 usernames.

Please note: **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 change is temporary and will be re-evaluated as public health recommendations continue to evolve.**

The screenshot shows the registration page with a header for the Diocese of Youngstown. Below the header, there is a message: "If you have already created a VIRTUS account, please click here to log into your account." A main heading reads: "Please create a user id and password that you will use to access your account." Below this, there are input fields for "Create a User ID" and "Create a Password", with a "Continue" button. A note below the fields states: "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." There is also a link for "Important info about selecting passwords".

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, 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.*

The screenshot shows a registration form with the following fields: Salutation (Please select), First Name, Full Middle Name, Last Name, Nickname, Suffix (Please select if applicable), Email (No email), Home Address, Home Address Cont'd, City, State (Select), ZIP, Daytime Phone, Ext, Evening Phone, and Date of Birth. A "Continue" button is at the bottom. A red banner at the top says: "DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST. Enter your name as it appears on your driver's license, passport or other government-issued ID. We need your full, legal name." There are red asterisks next to the First Name, Last Name, and Email fields.

**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).)*

The screenshot shows a registration form with a blue banner that says: "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." Below the banner, it says: "Please select the primary location where you work or volunteer." There is a dropdown menu for "Location" with a "Continue" button below it.

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

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

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

Click Continue to proceed.

The screenshot shows a registration form with a dropdown menu for "Location" set to "Assumption Parish (Geneva)". Below it, it says: "Please check all that apply. You must select at least one role." There are two sections of checkboxes: "Please select at least one primary role you perform at this location" and "Please select any additional roles you perform at this location". The primary roles include: Candidate for ordination, Deacon, Educator, Employee (Diocesan/Eparochial), Priest, and Volunteer. The additional roles include: Candidate/Postulant for Religious Life, Parish/Institution Employee, Religious, and School Employees. At the bottom, there is a text box for "Title or Position of Service" and a "Continue" button.

**To Select** any additional locations and roles, please select Yes.

Please select No if finished.

**You have chosen following locations and roles:**

Assumption Parish (Geneva)  
• Volunteer ✓

**Are you associated with any other locations?**

Yes

No

**Please** answer the three questions.

Please click on **Continue**.

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

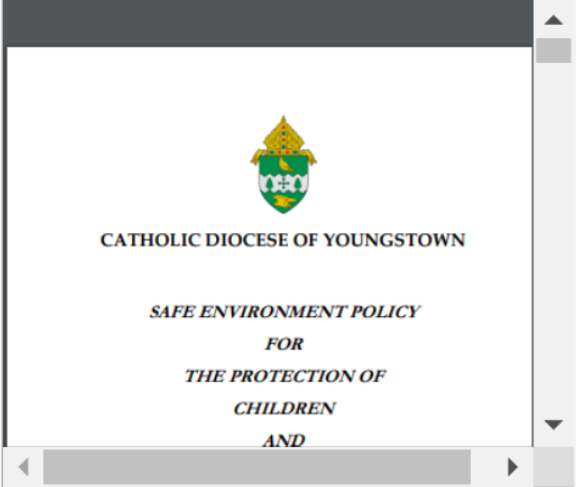
**Please** review the **Diocese of Youngstown – Safe Environment Policy** and click the box and electronically sign and date to acknowledge the following:

I hereby acknowledge that I have received, or was given access to, a physical or electronic copy of the Safe Environment Policy of the Catholic Diocese of Youngstown and that I have read it, understand its meaning, and agree to conduct myself in accordance with the policy. I have also personally read and completed the Authorization and Verification Form (Appendix 9).

**I understand that if I am an employee of a parish, school, or institution in the Catholic Diocese of Youngstown, or if I am a volunteer that works with children or vulnerable adults for a parish, school, or institution of the Catholic Diocese of Youngstown, I am required to submit a background check of criminal records, which may require me to provide my fingerprints through the Webcheck process in order to receive a background check through the Ohio and/or Federal Bureau of Criminal Identification and Investigation, and that I will fully cooperate in providing all information and signing all documents necessary to conduct any required background check of criminal records, and that I am required to participate in the VIRTUS in-service training, Protecting God's Children.**

Click **Continue** to proceed.

Diocese of Youngstown  
Child Protection Policy



CATHOLIC DIOCESE OF YOUNGSTOWN

*SAFE ENVIRONMENT POLICY*

FOR

*THE PROTECTION OF*

*CHILDREN*

AND

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

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

Continue

Please answer yes or no to the following five questions:

Have you ever abused or sexually exploited a child or vulnerable adult?

Has any civil or criminal complaint or any other written complaint ever been made against you relating to child or vulnerable adult abuse or exploitation?

Have you ever been arrested or convicted for any crime?

Have you ever terminated your employment or volunteer service or had your employment or volunteer service terminated for reasons relating to allegations or civil or criminal complaints of child or vulnerable adult abuse or exploitation against you?

Have you ever received any medical or psychological treatment, including counseling, involving your abuse of children or sexual exploitation of other persons including children?

Please click on **Continue**.

Have you ever abused or sexually exploited a child or vulnerable adult?  
 Yes  
 No

Has any civil or criminal complaint or any other written complaint ever been made against you relating to child or vulnerable adult abuse or exploitation?  
 Yes  
 No

Have you ever been arrested or convicted for any crime (please list the crime(s) and explain the circumstances thereof below or on a separate sheet)?  
 Yes  
 No

Have you ever terminated your employment or volunteer service or had your employment or volunteer service terminated for reasons relating to allegations or civil or criminal complaints of child or vulnerable adult abuse or exploitation against you?  
 Yes  
 No

Have you ever received any medical or psychological treatment, including counseling, involving your abuse of children or sexual exploitation of other persons including children?  
 Yes  
 No

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children classroom or online** sessions scheduled for the **Diocese of Youngstown**.

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

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

Please select the session you wish to attend and then click **Continue**.

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)

Protecting God's Children for Adults

Where: St. Philip & James Parish (Canal Fulton)  
412 High St NE

When: Wednesday, September 9, 2020  
6:30 PM

Estimated length of session: 2 hrs 15 min

Spaces remaining: 20 of 20

Language: This session will be conducted in English

Notes: All Covid compliance mandates will be followed.

If you chose online, please click on the **green circle** to begin the **Protecting God's Children Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you always can 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: 06/10/2020  
Due: 06/24/2020

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

**Thank you for registering!**

