

**VIRTUS Registration Instructions**

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



**Registration Instructions**

**You MUST do this on a regular computer / laptop and NOT a mobile device.**

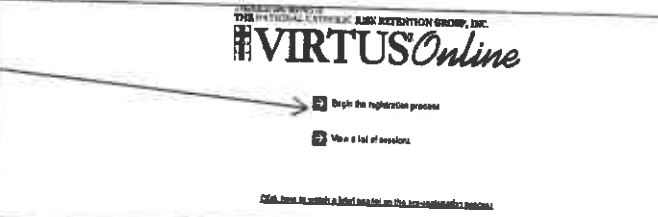
Before attending a live VIRTUS session of Protecting God's Children, all participants must register with VIRTUS Online.

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

On the left hand side of the screen, click the green label, 'First Time Registrant', to begin the registration process.



Click 'Begin the registration process' link.

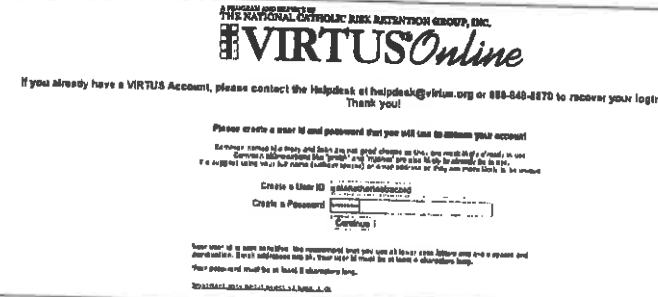


Click on the down arrow and choose Cincinnati, OH (Archdiocese) as the name of your organization.



Create a UserID and Password you can easily remember. This establishes your account within the Archdiocese of Cincinnati and the VIRTUS program. Keep in mind that your UserID is permanent and cannot be changed.

Click 'Continue' to proceed.



Provide all the information requested on the screen. **Make sure you are using your legal name, the same as on your Driver's License or State ID, without any punctuation. This is required for your SELECTION on-line background check.**

Click 'Continue' to proceed.

Please provide the information requested below  
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

Relationship:  Please select - 1

First Name:

Full Middle Name:

Last Name:

Nicknames:

Boils:  Please select if applicable - 1

Email:  No email

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN:  No SSN

Date of Birth:  MM / DD / YY

List any aliases, maiden names, or previous marriage names

Alias 1	Full name	Full name
Alias 2		
Alias 3		

The primary location is where you spend the most time within the Archdiocese of Cincinnati. So, if you work at one location and volunteer at another, the primary location would be where you work. To make the selection, click the down arrow and highlight the location.

Click 'Continue' to proceed.

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

**VIRTUS<sup>®</sup>Online**

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**.

Please select the primary location where you **work** or **volunteer**.

Location:  Please select -

Select the role that describes your position with your primary location. Use the descriptions supplied for each role to help determine the appropriate role for that location.

Additionally, enter your title or description of what you will be doing at that location.

Click 'Continue' to proceed.







Please select all of the roles that you perform at this location

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

- Candidate for ordination**  
Persons currently attending classes for the priesthood at the Athenaeum in Cincinnati, the Pontifical College Josephinum in Columbus or the Saint Simon Stock College Seminary in Marietta, OH. This also includes Temporary Deacons.
- Deacon**  
Ordained Permanent Deacon only.
- Educator**  
This includes individuals who are teaching in any Archdiocese or Religious Order school. Anyone who is certified by the Ohio Department of Education to teach. - Elementary or high school teacher - School principal or administrator - Substitute teacher
- Employee (Diocese/Eparchial)**  
This refers to employees of the State Archdiocese of Cincinnati locations only - Chairman, Deacon and Bishop offices. Also includes any non-archdiocese-related work at the Athenaeum, St. Bernard Center, Catholic Charities / Social Services, Catholic Healthcare Services, Saint Francis, St. Joseph Hospital, etc. Specialize refers to a division of the Roman Catholic Church, of which there are no dioceses in the Archdiocese of Cincinnati.
- Employee (Parish/Parchial)**  
Paid positions other than parishes, schools or educators who are employed by and work directly for the Archdiocese of Cincinnati or parishes/schools/educators such as musical directors/pianists/organists/pastors/pastoral youth ministers who are paid, parish schools school support staff, rectory personnel, etc.
- Priest**  
In addition to Archdiocese of Cincinnati priests, this includes all priests receiving benefits from other Dioceses and Religious Orders. This also includes priests who are "in residence" within the Archdiocese of Cincinnati.
- Volunteer**  
Anyone who volunteers in any Archdiocese of Cincinnati location. For example - Grade school coach - Parish council - CCD / PSR teacher - Usher/ musician - Sewer / American Heritage Club - Field trip chaperone - Pastoral - Support teacher
- Outside Contractor**  
Business who works in an Archdiocese of Cincinnati school, but is employed by another agency. For example - outside church services - This includes any special program/ intervention specialist - etc.
- Religious Order Priests and Brothers**  
Priests and Brothers who are members of the following Religious Orders - Claretian Missionary - Congregation of the Holy Spirit - Dominican - Missionary Holy Mission - Basil - Lazarists of Christ - Merced - Maryland Priests - Missionaries - Poor of St. Francis - Prelate of the Society of the Divine Word

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

This or Position of Service:

<p>Your selected locations are at the top of the screen. If you would like to add more locations, follow the instructions in the block above.</p> <p>Select YES if you need to add additional locations, and NO, if you are finished.</p>	<p>A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK MITIGATION GROUP, INC.</p>  <p>You have chosen following locations and roles:</p> <p>ASSUMPTION - MT HEALTHY (CINCINNATI) • Candidate for selection ✓</p> <p>Are you associated with any other locations?</p> <p>Yes No</p>
<p>Answer the three yes/no questions.</p> <p>Click 'Continue' to proceed.</p>	<p>A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK MITIGATION GROUP, INC.</p>  <p>Are you a parent or guardian of a child under 18?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Do you believe with, work with or serve into contact with minors within vulnerable areas of this cathedral/diocese/parish/religious organization?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>Do you manage, supervise or oversee employees or volunteers on behalf of this cathedral/diocese/parish/religious organization in any capacity?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input type="button" value="Continue"/></p>
<p>All registrants must read the <i>Decree on Child Protection</i>. Please download the <i>Decree</i> by clicking on the PDF icon. Once the download and reading of the document is completed, click on the 'I have downloaded and read the <i>Decree on Child Protection</i> and agree to its requirements' button'.</p>	<p>A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK MITIGATION GROUP, INC.</p>  <p>Archdiocese of Cincinnati Child Protection Decree</p>  <p><input type="button" value="I have downloaded and read the Child Protection Decree and agree to its requirements"/></p>
<p>If you have not attended a VIRTUS Protecting God's Children session yet, click 'No'.</p>	<p>A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK MITIGATION GROUP, INC.</p>  <p>Have you already attended a VIRTUS Protecting God's Children Session?</p> <p><input type="radio"/> YES <input type="radio"/> NO</p>
<p>If you chose 'No' on the previous screen, you will see a list of upcoming VIRTUS sessions. Please choose one that fits your schedule. Once the session has been chosen, click the 'Complete Registration' button.</p>	<p>A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK MITIGATION GROUP, INC.</p>  <p>Please select the session you wish to attend</p> <p><input type="radio"/> Protecting God's Children for Adults</p> <p><b>Where:</b> ST. BERNARD (SPRINGFIELD) 875 LINDSEY AVENUE</p> <p><b>When:</b> Tuesday, September 19, 2017 8:00 PM</p> <p><b>Estimated length of session:</b> 3 hrs</p> <p><b>Session availability:</b> Unfilled</p> <p><b>Language:</b> This session will be conducted in English</p> <hr/> <p><input type="radio"/> Protecting God's Children for Adults</p> <p><b>Where:</b> ST. LAMB (DAYTON) 1440 N. FAIRFIELD ROAD</p> <p><b>When:</b> Tuesday, September 19, 2017 8:00 PM</p> <p><b>Estimated length of session:</b> 3 hrs, 15 min</p> <p><b>Session availability:</b> 28 of 80</p> <p><b>Language:</b> This session will be conducted in English</p> <p><b>Notes:</b> Sign in at 8:00 and course starts at 8:15pm in Room N01 - Gate 2 in St. Peter's Church</p>

Do your SELECTION on-line background check by clicking on the 'Begin Background Check' button. Be sure to have everything in front of you – method of payment, full SSN, legal name and address as found on your Driver's License.

If you made a mistake with your full legal name, click this link to re-enter the correct information.

If you correctly entered your full legal name, click this link to begin the background check process.

When you are finished with the VIRTUS session registration and background check, you will receive an email from VIRTUS confirming your session information, UserID and password. Please keep this information.

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 churches, we have chosen Selection as our background checks provider.

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

This is the information you entered

First: test  
Middle: record  
Last: again

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

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

[I entered my FULL, LEGAL name - Begin Background Check](#)

**If the SELECTION on-line background check is NOT done at this time, you will have to wait until AFTER you attend the VIRTUS session, we receive the sign-in sheet and activate your account. You will receive an email from VIRTUS.org once your account has been activated.**

## Completing the SELECTION.COM On-line Background Check through VIRTUS

**Do NOT leave the system until the entire process is completed. Once the process is completed, a notice will appear. THEN you may leave this site.**

When you are finished creating your VIRTUS account and signed up for a VIRTUS session, this is the last page you will see.

Click on the 'Begin Background Check' button to begin the on-line background check.

**Be sure to have everything in front of you – method of payment, full SSN, legal name and address as found on your Driver's License.**

**The cost is \$25. If you do NOT have a token, have your credit card ready.**

**Your Fastrax token is - \_\_\_\_\_ -**



Thank you for registering with VIRTUS Online.

Your account request will be reviewed by your Coordinator.

You will not be able to log in until your Coordinator activates your account.

You will be notified via email when your 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 SelectScreen.com to do all our background checks.

By clicking this button, you will be directed to their website where you can click on:

[Begin Background Check](#)

[A safe environment.](#)

The use of SelectScreen.com is provided as a service to our members and is not intended to constitute an offer of insurance. SelectScreen.com is a third party service and is not affiliated with the National Catholic Risk Reduction Group, Inc. The use of SelectScreen.com is subject to the terms and conditions of the SelectScreen.com website. The use of SelectScreen.com is not intended to constitute an offer of insurance. The use of SelectScreen.com is not intended to constitute an offer of insurance. The use of SelectScreen.com is not intended to constitute an offer of insurance.

[Go to VIRTUS Online](#) | [Contact Support](#)

Read the Information and then click on the 'Enter Background Check Info' button.



The Archdiocese of Cincinnati welcomes you!

Protecting the children and vulnerable adults of the Archdiocese of Cincinnati is our primary responsibility. We are committed to providing a safe environment for all who serve the Archdiocese. We have chosen SelectScreen.com to conduct background checks on all who serve the Archdiocese. We have chosen SelectScreen.com to conduct background checks on all who serve the Archdiocese. We have chosen SelectScreen.com to conduct background checks on all who serve the Archdiocese.

Learn more about SelectScreen.com and how to use it by clicking on the link below. SelectScreen.com is a third party service and is not affiliated with the Archdiocese of Cincinnati. The use of SelectScreen.com is subject to the terms and conditions of the SelectScreen.com website. The use of SelectScreen.com is not intended to constitute an offer of insurance. The use of SelectScreen.com is not intended to constitute an offer of insurance.

You will see:  
Primary location: Archdiocese of Cincinnati

[Enter Background Check Info](#)

[Decree on Child Protection](#)

This document is effective as of 1/1/2019. It is a legal document and is subject to the laws of the State of Ohio. It is a legal document and is subject to the laws of the State of Ohio. It is a legal document and is subject to the laws of the State of Ohio.

- Decree in English
- Decree in Spanish

[Decree on Child Protection Brochure](#)

This is a summary of the Decree on Child Protection signed by the Bishop of Cincinnati. It is not a legal document and is not intended to constitute an offer of insurance. It is not intended to constitute an offer of insurance. It is not intended to constitute an offer of insurance.



Read the information and then click the 'I agree' button.

Fastrax logo and navigation menu are visible at the top. The main content area displays a list of contacts under the heading 'ARCHIVES OF CINCINNATI CONTACTS'. A red arrow points from the text on the left to the 'I Agree' button located at the bottom right of the page.

**Make sure that ALL the information on this form matches what is on your driver's license.**

To continue, scroll down to the bottom of the form.

Fastrax logo and navigation menu are visible at the top. A warning icon is present on the left side of the form. The form contains various input fields. A red arrow points from the text on the left to the 'I Agree' button located at the bottom right of the page.

**Here you will enter your Fastrax token number OR your credit card information.**

Once you have entered the Fastrax token number, click on the 'Validate Token' button. **You do NOT have to do this if you are entering Credit Card information.**

Once all the information is completed on this screen, and is correct, click the 'next' button.

Fastrax logo and navigation menu are visible at the top. The form contains input fields for token or credit card information. Two red arrows point from the text on the left to the 'Validate Token' and 'Next' buttons located at the bottom right of the page.

On this screen verify that all the information is correct. If you need to make any changes on your information, click the 'back' button.

If all your information is correct, scroll down to the bottom of the screen.

**F-STRAT**

Home > My Case > 13 > Confirm > Complete

**CONFIRMATION**

**APPLICANT**

PERSONAL INFORMATION

First Name: [redacted] Last Name: [redacted] DOB: [redacted] SSN: [redacted]

**CONFIRMING DETAILS**

Request a Copy of My Report

Request

Back

If you would like a copy of this report for your files, check on the request box and enter your email address.

Once you are finished, click on the 'submit request' button.

**Do NOT leave the system until the entire process is completed.**  
**Once the process is completed, a notice will appear. THEN you may leave this site.**

**How to run a background check with Selection.com® from within VIRTUS**

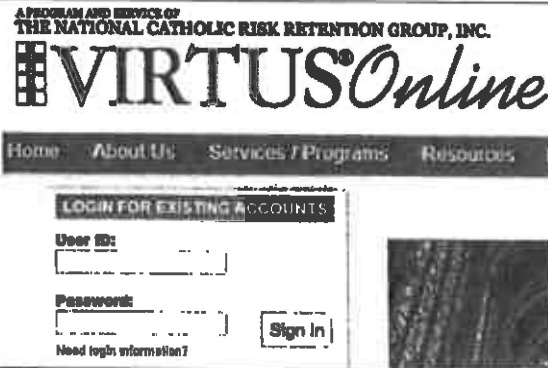
**If you do NOT have a VIRTUS account**

Go to <http://virtus.org> and create one.

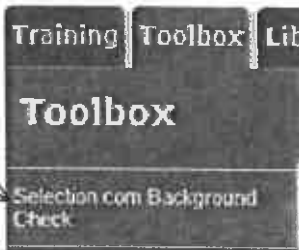
Your on-line background check will be processed as part of creating an account. (You will go through steps 4-5 below)

**If you DO have a VIRTUS account and have NOT done the on-line background check**

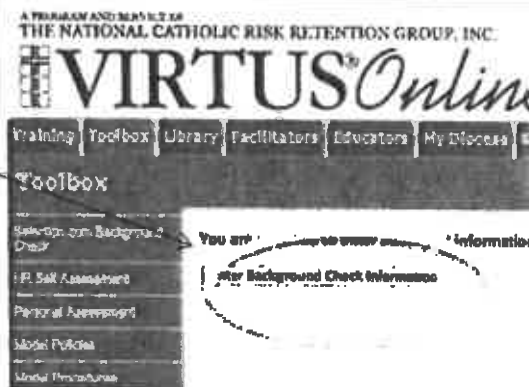
Log into VIRTUS



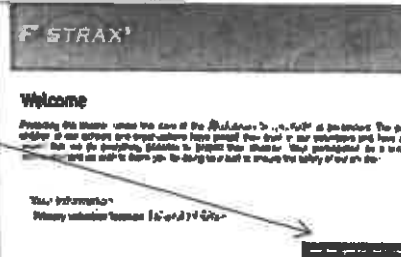
Click on the 'Selection.com Background Check' link on the Toolbox Tab.



Click on the 'Enter Background Check information' button.



Verify your primary location and click 'Enter Background Check Info'.





Follow the next four tabs –

- Click the 'I Agree' to the Inquiry Release Form.
- Enter your information along with payment (either credit card or Fastrax token).
- Review the information you submitted.
- You'll get verification that your information was submitted.

**F STRAX®**

### Volunteer Info Request: Inquiry Release

Inquiry Release   Enter My Volunteer Info   Review   Complete

The information in this session will expire in 60 minutes.

In circulation with my intention to act as a volunteer for you, I understand that you list about me as obtained in the Fair Credit Reporting Act (FCRA). These "Reports" do not record, challenge history or other criminal record.

I understand that you may rely on any or all of the above referenced information in del adverse decision that will affect me based, in whole or in part, upon a "Report" and a summary of my Consumer Rights under the FCRA before you make that decision.

I understand that this information will be kept on file as long as I volunteer with the Act should to ensure that I am able to volunteer with one in the Act/Process.

I have read the above disclosure and I hereby authorize you, Selectors.com or its sub agencies, Bureau, employers, information service organizations and individuals to get an approved, this authorization shall remain on file and shall serve as an ongoing and approval with you. A photocopy or facsimile of this authorization that be on file.

Next

