Archdiocese of Baltimore Registration Instructions

Are you under 18 years old? If yes, you must take <u>Worthy of the Call</u> training.

Are you 18 years old or over? If yes, please continue...

Are you already a VIRTUS user, but can't remember your account information?

Contact the Screening Coordinator and provide your current e-mail address!

The Screening Coordinator will:

- 1. Reset your password.
- 2. E-mail your account information to you.

Upon receipt, log into your account using the **password "virtus"** and complete the necessary steps. We recommend that you change your password once you've accessed your account.

New to VIRTUS? Follow the instructions below!

To register, click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37349

Create a User ID and Password you can easily remember. This establishes your account with the VIRTUS program.

If your preferred User ID is already taken, choose another ID.

We suggest the use of email addresses as user names.

Click **Continue** to proceed.





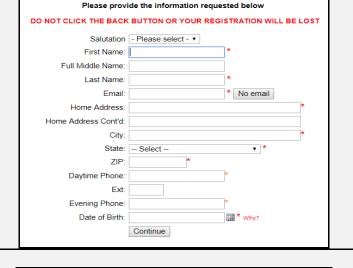
Archdiocese of Baltimore Registration Instructions

Provide all the information requested.

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, gmail.com, or any other free service. This is necessary for your Safe Environment Liaisons to communicate with you.



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

Click Continue to proceed.

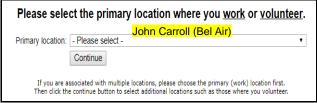
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

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

Select **YES** if you need to add secondary/additional locations.

(Follow previous instructions to select additional locations.)

Select <u>NO</u> if your list of locations is complete.



This is the list of locations with which vou are associated:

John Carroll School (Bel Air)

Agnes School, St (Catonsville)

Do you work or volunteer in another location?

YES NO

Select the role that you will serve at The John Carroll School:

VOLUNTEER WITH SUBSTANTIAL CONTRACT WITH CHILDREN =

Volunteer Coaches, Summer Camps, Guest Lecturer, Parents, & Alumni.

EMPLOYEE =

Must comply with **MSDE Md. Code, Educ. 6-113.2** (aka House Bill 486), be fingerprinted with a clean State & FBI record, **AND** complete **YEARLY** Trainings.

INDEPENDENT CONTRACTOR =

Must complete a Criminal Background Check Verification. You may be asked to provide proof of insurance for abuse (min. \$250,000).

Archdiocese of Baltimore Registration Instructions

For TITLE use the examples below:		
Item 1	Item 2	EXAMPLE
Head Coach/Assistant Coach or other role	Team (inc. B or G, V or JV, & Sport)	Asst. Coach B V Basketball
Volunteer	Child's year of graduation & Volunteer interest/area	'24 Store, '27 Sr. Trip, '28 Parent Assoc.
Employee	Job Title & Department	Spanish Teacher, World Lang.
Guest Lecturer/Educator	Your contact's name here at JC	Guest Lecturer for Dr. Smith
Summer Camp Name	Your role	Kids on Broadway Stagehand
Contractor	Company Name	Contractor ABC Corp.
Click Continue to proceed.		

Answer the following two questions:

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

Do you drive as a part of your position/job? (Coaches & Employees MUST select "YES")

Click Continue to proceed.

Answer the three questions.

Failure to answer will delay the processing of your account and your ability to volunteer and/or work on campus.

Click **Continue** to proceed.

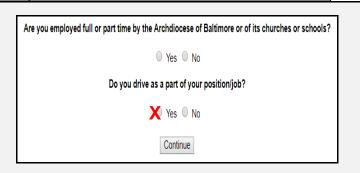
We recommend that you download or print the two (2) PDF documents.

You may need to refer to them for the Q&A AND training.

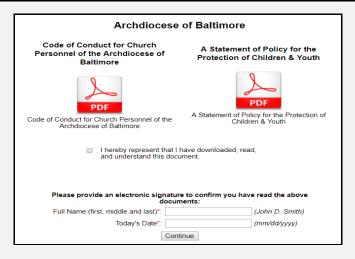
Once you've left this page you will not be able to return!

To proceed, **Confirm** by clicking on: "I hereby represent that I have downloaded, read and understand the documents" and enter your full name and today's date.

Click **Continue** to proceed.









Archdiocese of Baltimore Registration Instructions

Answer 10 questions presented to you.

If you receive an incorrect answer, click on **Try Again**.

Click Continue to proceed.

► THIS IS <u>NOT</u> THE TRAINING ◀

Archdiocese of Baltimore Policy Questions Please answer ALL the questions presented The Code of Conduct for Church Personnel applies only to employees of the Archdiocese. SELECT AN ANSWER: True False Submit

Select your online session.

Click Complete Registration to continue.

Please select the session you wish to attend

- Protecting God's Children Online Maltreatment Awareness Session 3.2_Baltimore
- Protecting God's Children Online Maltreatment Awareness Session 3.2_Baltimore (Spanish)

Complete Registration

Click on

Complete ESR Background Check to be directed to the ESR background check secure website.

► DO <u>NOT</u> ENTER DASHES ◀ FROM YOUR LICENSE Thank you for completing the registration process.

You have registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account.

Please complete your background check with Employment Screening Resources (ESR).

By clicking on the link below, you will be directed to ESR's secure website.

Complete ESR Background Check

You will need to return to www.virtus.org if you log out prior to completing the online training session and re-enter your user id and password.

Go to VIRTUS Online

Close Browser

Any Background Screening must comply with the Fair Credit Reporting Act.

ESR is NOT conducting a "Credit Check" on behalf of the School.

Complete the background check.

Double check the accuracy of your information... a mistype can delay your results for weeks!

SCROLL DOWN THE PAGE,

► <u>PAST</u> THE DIGITAL SIGNATURE,
TO SUBMIT/BEGIN THE CHECK!

Once you close the ESRCheck screen, you will automatically be taken to the online training course.

ESRCheck Applicant Portal

English Español

Welcome to the ESRCheck Applicant Portal.

- You will need your Social Security Number or International ID number;
- Your current residential address; AND
- 3. Prior addresses for the past seven (7) years where you lived, worked, or studied.



Archdiocese of Baltimore Registration Instructions

Click the green circle to begin Online Training

Upon completion, you have the option to **print a certificate for your records.** Screening Coordinators cannot accept a paper certificate as proof of training.

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: 10/19/2017
Due: 11/02/2017

If you have additional questions about VIRTUS Online training, contact the VIRTUS Help Desk at

1-888-847-8870.

Thank you!



Training for Volunteers and Independent Contractors must be renewed every five (5) years.

Training for Employees must be renewed annually.

The Screening Coordinator for The John Carroll School may be reached at dteel@johncarroll.org