

**Are you under 18 years old?**  
**If yes, you must take Worthy of the Call 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](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.



A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

**VIRTUS<sup>®</sup>Online**

If you already have a VIRTUS Account, you may reset your password or recover your user ID here: [RECOVER ACCOUNT](#)  
or you may contact the Helpdesk at [helpdesk@virtus.org](mailto:helpdesk@virtus.org) or 888-847-8870.



Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.  
Common abbreviations like "jenn" and "mjohn" are also likely to already be in use.  
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

## 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.

Please provide the information requested below

**DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST**

Salutation:  \*

First Name:  \*

Full Middle Name:

Last Name:  \*

Email:  \*

Home Address:  \*

Home Address Cont'd:

City:  \*

State:  \*

ZIP:  \*

Daytime Phone:  \*

Ext:

Evening Phone:  \*

Date of Birth:  \*

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).*

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

Primary location:  **John Carroll (Bel Air)**

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.

**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 **NO** if your list of locations is complete.

**This is the list of locations with which you are associated:**

John Carroll School (Bel Air)  
Agnes School, St (Catonsville)

**Do you work or volunteer in another location?**

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.

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

☐ Yes ☐ No

Do you drive as a part of your position/job?

☒ Yes ☐ No

Continue

### 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.

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

☐ Yes ☐ No

Have you been terminated from volunteer service or employment due to suspected child abuse?

☐ Yes ☐ No

Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

☐ Yes ☐ No

continue

**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

Code of Conduct for Church  
Personnel of the Archdiocese of  
Baltimore



Code of Conduct for Church Personnel of the  
Archdiocese of Baltimore

A Statement of Policy for the  
Protection of Children & Youth



A Statement of Policy for the Protection of  
Children & Youth

☐ I hereby represent that I have downloaded, read,  
and understand this document.

Please provide an electronic signature to confirm you have read the above  
documents:

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

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

Continue

## 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 NOT 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

**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)

**Click on**

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

► **DO NOT 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](http://www.virtus.org) if you log out prior to completing the online training session and re-enter your user id and password.

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,**  
► **PAST 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.

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

**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](mailto:dteel@johncarroll.org)**