

VIRTUS ACCOUNT REGISTRATION GUIDE

***Includes: A Word of Warning
and important instructions
for Victim/Survivors***

This guide includes instructions to complete the following *Essential 3 (E3)* requirements:

- Background Check
- Code of Conduct
- Safe Environment Training, including:
 - ◇ Registering for a *VIRTUS “Live” session*
 - ◇ Completing the online module: *Reporting Suspected Child Abuse*



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REVISED: February 2019

A WORD OF WARNING REGARDING VIRTUS “LIVE” SESSIONS

VIRTUS “Live” sessions include videos of convicted sex offenders describing the methods they use to lure and abuse children. The videos also include stories of abuse. For persons with a history of abuse, watching these videos may cause a resurgence of memories and strong emotions that some find detrimental to healing.



ARCHDIOCESE
OF
SAINT PAUL &
MINNEAPOLIS

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All volunteers involved with children, and all employees of Catholic Schools & Parishes in the Archdiocese of Saint Paul and Minneapolis are required to have a VIRTUS account and complete safe-environment credentialing.

Persons with a history of abuse may be excused from “live” training, but must complete alternative training along with all other credentialing:

- The alternative training is a paper packet that will be sent to you for self-study. This is the same packet used at VIRTUS “Live” sessions, but does not contain perpetrator or victim stories.
- When requesting this training, you will not be asked about your personal history.

TO REQUEST ALTERNATIVE TRAINING, PLEASE FOLLOW THESE INSTRUCTIONS:

1. Create your VIRTUS account at www.virtusonline.org (refer to the *VIRTUS Account Registration Guide* for assistance) and complete the following items:
 - Background check
 - Code of Conduct
 - Reporting Suspected Child Abuse online training module
2. The online system will ask if you would like to register for an upcoming VIRTUS session. Indicate **NO** to bypass this option. If you have already registered for a session, the entry will be corrected when your account is validated. If you experience technical difficulties with creating an account or do not have access to a computer, please request help from the Victim/Assistance office when you contact the office with your request.
3. After your online VIRTUS account is complete, use one of the three options below to request an alternative to “Live” training and account approval.

OPTION 1: To speak in person, call Janell Rasmussen, Victim Assistance Coordinator, at 651-291-4475.

OPTION 2: To leave a message only, call 651-251-7797.
This number is monitored only by Janell Rasmussen.

OPTION 3: To email, send your request to vac@archspm.org.
This email is monitored only by Janell Rasmussen.

When contacting Janell Rasmussen using either Option 1, 2 or 3, please provide the following information:

- Your first & last name as it appears on your VIRTUS account
- A phone number to return your call
- Indicate if you want to receive the training packet by email or U.S. Mail.
- You will be contacted to confirm that your account is approved. Please indicate if you prefer contact by phone or email.

All requests are managed by Janell Rasmussen,
Deputy Director of Ministerial Standards,
Victim/Survivor Assistance.

651-291-4475

If you need confidential assistance, please
contact the independent, professional
local care provider listed below.

CANVAS HEALTH 651-291-4497

VIRTUS Online:

Registration Instructions for New Users

Employees and Volunteers: Use these instructions to create your VIRTUS Online account and complete online requirements.

- Allow **45-60 minutes** to complete the full registration process.
- If you previously created a VIRTUS Online account, **DO NOT create an additional/new account.**
- To retrieve or reset your login information, click **Need login information?** on the home page.
- If you are unable to access your previously created VIRTUS account, or if you are unsure if you have an existing account, contact the Safe Environment coordinator at your parish, school or office. **DO NOT create an additional/new account.**

Before attending a VIRTUS Live session of *Protecting God's Children for Adults*, all participants must create a VIRTUS Online account. To successfully complete this process:

- Do not click the "BACK" button or stop the program
- Continue the program in the order the steps are presented
- Carefully complete each step

Go to **www.virtusonline.org**

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

On the next screen, click on **Begin the registration process**.

SELECT YOUR ORGANIZATION

Choose **St. Paul and Minneapolis (MN), Archdiocese** from the pull-down menu, by clicking the downward arrow and highlighting your organization. Then, click **Select**.

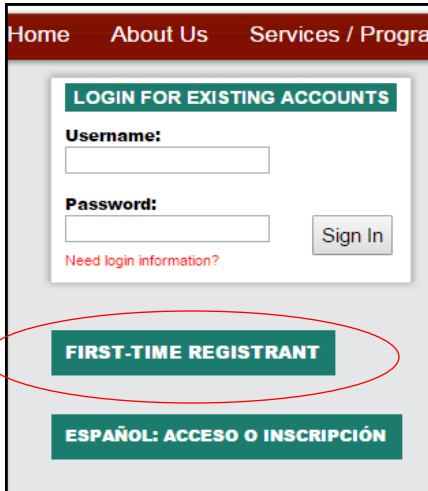
CREATE YOUR USER ID AND PASSWORD

If you previously created a VIRTUS Online account, **do not create an additional/new account.**

- Your User ID must be unique. Do not use an email address as your User ID if your email is shared with other people.
- Your password must be at least 8 characters.

Record your User ID and password in a safe place. You will need the information to access your account in the future.

Click **Continue** to proceed.



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PROVIDE THE INFORMATION REQUESTED BELOW

Provide the information requested on the screen.

Do not click the back button or your registration will be lost.

If you do not have an email address, consider obtaining a free email account at Gmail or other free service. If you cannot obtain an email address, contact your Safe Environment Coordinator.

Click **Continue** to proceed.

Please provide the information requested below
DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Confid:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

* Required field
* One field in this group is required

SELECT THE PRIMARY LOCATION WHERE YOU WORK OR VOLUNTEER

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

If you work or volunteer at multiple diocesan locations, you will be prompted to select those additional locations later. NOTE: Your background check can only be routed to the Primary Location.

Click **Continue** to proceed.

Your selected location is displayed on the screen.

Select **YES**, if you need to add secondary/additional locations where you are currently working or volunteering, and follow instructions in the previous step to select additional locations. *Do not include locations if you are not currently working or volunteering, or sites where you only attend Mass.*

Once your list of locations is complete, select **NO**.

SELECT THE ROLES THAT YOU PLAY WITHIN YOUR DIOCESE

Select the role(s) that you serve within the Archdiocese and/or parish/school. Use descriptions supplied, to help determine appropriate role(s) to select.

NOTE: The term **Church Personnel** includes all **Employees** of parishes, schools, and archdiocesan offices. If you are an employee, select "Church Personnel" if the choice for "Employee" is not listed.

Check all roles that apply.

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

Click **Continue** to proceed.

Select any **additional roles** that may apply. Select **Volunteer Leadership** only if you are serve as a **Trustee**, **Parish Council**, **Finance Council**, or **School Board Member**.

Click **Continue** to proceed.

On the next screen, answer two (2) **YES/NO** questions.

Click **Continue** to proceed.

HAVE YOU EVER HAD A BACKGROUND CHECK CONDUCTED BY THE ARCHDIOCESE OF ST. PAUL & MINNEAPOLIS, OR A CATHOLIC SCHOOL OR PARISH WITHIN THE ARCHDIOCESE?

Answer **YES** or **NO** to the question on the screen.

If you answer **YES** to the question, indicate the location where you had a background check (by selecting that location from the dropdown list provided).

Click **Continue** to proceed.

On the next screen, answer **YES** or **NO** to the questions on the screen.

NOTE:

- The term **Church Personnel** includes all **Employees** of parishes, schools, and archdiocesan offices. If you are an employee, select "Church Personnel" if the choice for "Employee" is not listed.
- **Volunteer Leadership** refers only to the roles of Trustee, Parish Council, Finance Council, School Board Member)
- If you answer **YES** to the question "*Will you be responsible for handling \$250 or more as part of your position responsibilities?*", you are approving a Credit Check.

Click **Continue** to proceed.

DRIVERS LICENSE INFORMATION

If you said **YES** to the previous question about driving others as part of your position responsibilities, you are required to have a motor vehicle records background check.

Enter your driver's license information, as requested on the screen.

Click **Continue** to proceed.

On the next screen, read the **Summary of Rights Under the Fair Credit Reporting Act Consent** form.

To proceed, click on the box containing the following statement:

I have downloaded and read the Summary of Rights Under the Fair Credit Reporting Act

On the next screen, read the **Consumer Report Disclosure** document.

Answer **YES** or **NO** to the following questions:

- Are you applying for employment in California, Minnesota, or Oklahoma?
- If so, would you like a copy of any Consumer Report prepared on you?

Enter your **Full Name** (first, middle and last) in the box provided on the screen. (i.e. John David Smith)

Enter Today's **Date** (i.e. mm/dd/yyyy)

To proceed, click on the box containing the following statement:

By typing my name and today's date, I state that I have read the Consumer Report Disclosure

MISCONDUCT QUESTIONS

Answer **YES** or **NO** to the questions on the screen.

Click **Continue** to proceed.

To complete a Background Check, click on the designated link: **Begin McDowell Agency Background Check.**

This link will direct you to McDowell Agency's secure website. You will be forwarded to the McDowell Agency website automatically in just a few seconds.

To proceed with your Background Check, enter your **Social Security Number** into the designated field.



The screenshot shows a web form for 'THE MCDOWELL AGENCY, INC background screening'. It contains the text: 'The following information will be used only by the Background Screener. Please enter the following information: Social Security Number' followed by a text input field and the phone number '111-11-1111'. A 'Submit' button is located at the bottom right of the form area.

You must enter your SSN correctly or your background check will not be processed.

Click **Submit** to proceed. The page will take a moment to load.

VIRTUS: PROTECTING GOD'S CHILDREN

If you have not yet attended a *VIRTUS Protecting God's Children* session (3-hour LIVE session), choose **NO**.

Otherwise choose **YES**.

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If you chose **NO** during the previous step, you will be presented with a list of upcoming *VIRTUS Protecting God's Children* sessions scheduled for the Archdiocese of St. Paul and Minneapolis (MN).

When you find the session you wish to attend, click in the **circle** next to that date.

Click **Complete Registration**.

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If you chose **YES** during the previous step, you will be presented with a list of all VIRTUS sessions conducted in the Archdiocese of Saint Paul and Minneapolis. Choose the session you attended by **clicking** the downward arrow and highlighting the session.

Click **Complete Registration**.

A message will appear on your screen, confirming completion of the VIRTUS session registration process.

If you correctly entered your email address, you will receive an email confirming your registration.

If you have questions about the registration process, please contact the Safe Environment Coordinator at your parish, school, or office.

Click the **Go to VIRTUS Online** box to complete the next requirements.

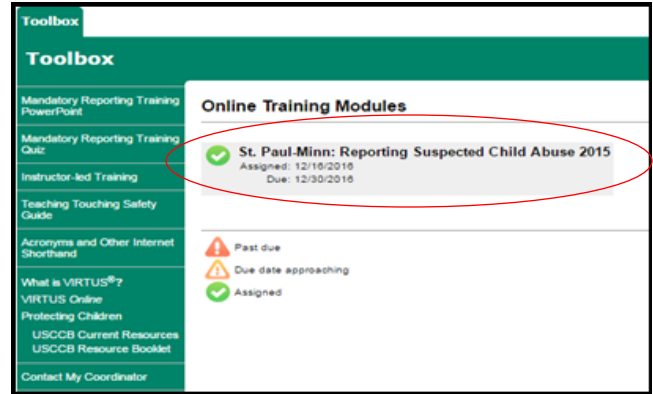
ONLINE TRAINING MODULES

You are now in the **Toolbox** of your VIRTUS account.

Click on:

St. Paul-Minn: Reporting Suspected Child Abuse 2015

This online training module is required for all employees as well as volunteers who interact with children or vulnerable adults. The training module must be completed prior to starting as an employee or volunteer.



When you click on the link, a new browser window should open. You may need to allow for pop-ups on the VIRTUS website.

You are now in the **Reporting Suspected Child Abuse** Online Training Module.

Click the blue link: [CLICK HERE TO START](#)

The training module is divided into 5 lessons. For each lesson, the module is designed as follows:

- You will be asked a preliminary question to test your knowledge before learning the lesson. For each question, select the answer you view as correct. Then click **Submit Answer**. (NOTE: You will have the opportunity to change your answer after completing each lesson.)
- You will then see a screen that says “Thank you. We have recorded your answer...”. Click **Continue** to proceed.
- Next, you’ll click through several screens of content that pertain to reporting suspected abuse. Read through each screen, clicking the **Next** button to proceed. On the last screen of content, click **Continue** to proceed.
- Next, you will be asked to review the question and answer from the beginning of the lesson. Please **submit the answer** that you now view as correct after having read the content. An incorrect answer will require you to resubmit an answer until you correctly answer the question.
- When you answer correctly, you’ll proceed to a screen that says **Correct!**
- Click **Continue** at the bottom to proceed to the next lesson of the training.
- After completing the 5 lessons, you will see this message: “Thank you for completing the ‘Reporting Suspected Child Abuse’ Module. Click here to close this window.” **Click** the link to close the window.

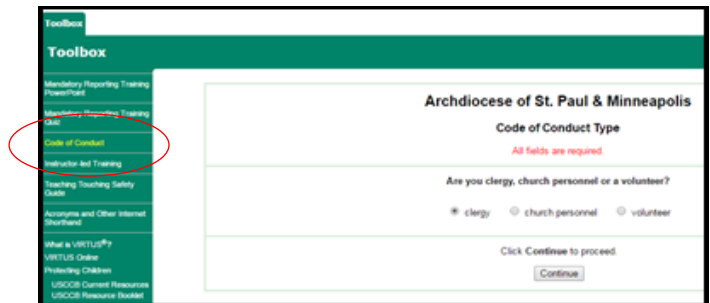
CODE OF CONDUCT

You are now back in the **Toolbox** of your VIRTUS account.

On the left menu bar, click on the yellow link for **Code of Conduct**.

Select your role (Clergy, Church Personnel, Volunteer).

NOTE: The term Church Personnel includes all Employees of parishes, Catholic schools, and archdiocesan offices. If you are an employee, select Church Personnel.



Click **Continue** to proceed.

Watch the 22-minute video on **Code of Conduct Training**.

*NOTE: Attempting to fast-forward or skip ahead may result in the video player freezing, and the video will have to be re-started from the beginning. To bypass the video, click **Continue** prior to playing the video.*

After the video ends, the appropriate *Code of Conduct* for your role will be available online.

Read the *Code of Conduct*.

Answer the 6 comprehension questions that pertain to the *Code of Conduct*.

Click **Continue** to proceed.

Enter your Full Name and today's date to **Sign** and **date** the *Acknowledgement of the Code of Conduct*.

Click the box to *Acknowledge Code of Conduct*.

You should now be redirected to your VIRTUS account page.

The registration is complete.

NEXT STEPS:

- Attend the *VIRTUS Protecting God's Children* session for which you registered.
 IMPORTANT! Be sure to sign-in at the VIRTUS session, or your attendance will not be recorded!
 - Contact the Safe Environment Coordinator at your parish, Catholic school, or office to confirm you have completed this process. The Safe Environment Coordinator can also help you with questions and additional next steps.
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