Registration Process for New Registrants

Creating an Account

Please click right click on the following link to open this hyperlink:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18958

Or, click the green box labeled **FIRST-TIME REGISTRANT or ESPANOL: ACCESSO O INSCRIPCION** on the right side of the screen to begin registration.

LOGIN FOR EXISTING ACC	DUNTS
Password: Need login information?	Sign In
FIRST-TIME REGISTRANT	
ESPAÑOL: ACCESO O INSCRIPCIÓN	

ion, and we will still offer the live tra user id and password that you will u

Create your own User ID and Password you can easily remember.

This is necessary for all accounts. This establishes your account with the VIRTUS System.

If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click Continue to proceed.

Provide all the information requested on the screen.

Several fields are required, such as: First, Middle & Last Name (use full legal name)

Email address, Home Address, City, State, Zip, Phone Number, Date of Birth, and any additional names.

(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 Safe Environment Coordinator to communicate with you.

Select the <u>PRIMARY</u> location with which you are associated by clicking the downward arrow and highlighting the location.

Next select all the role(s) that you perform at this location, and please check all roles that apply.

Note: Catechists should not select "Educator" as a role, as it will trigger fingerprinting requirement.

Please enter the title or function within your location.

Click Continue to proceed.





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Your chosen location is displayed on the screen, along with					
the roles you selected.	You have chosen following locations and roles: Academy of St. Benedict The African-Laflin (Chicago)				
Select YES, if you are associated with any additional locations.	- Volunteer 🗸				
Otherwise, if your list of locations is complete, select NO .	Are you associated with any other locations?				
	Yes No				
Please read all the following three questions before answering:					
Are you employed or applying for an employment position with an Archdiocesan parish, school or Pastoral Center-related agency or	Are you employed or applying for an employment position with an Archdiocesan parish, school or Pastoral Center-related agency or department?				
department?	Do you interact with, work with or come into contact with minors and/or vulnerable adults within an Archdiocesan parish, school or Pastoral Center-related agency or department? Ves \bigcirc No				
Do you interact with, work with or come into contact with minors and/or	Are you being asked to create a VIRTUS account for VIRTUS Protecting God's Children training purposes only and no other Archdiocesan compliance requirement (e.g., background check, required documents, etc.)?				
vulnerable adults within an Archdiocesan parish, school or Pastoral Center- related agency or department?	Ves No continue				
"Are you being asked to create a VIRTUS account for VIRTUS Protecting God's Training purposes only and no other Archdiocesan compliance requirement (e.g., background check, required documents, etc.)?"					
Click Continue to proceed.					

Volunteer Reference Checks

Two references are required for new volunteers. (Employee references are checked through HR process.)

As a Volunteer, please enter a Professional Reference (If you are a volunteer and not employed, please provide a personal reference instead – for a total of two personal references).

Click Save to proceed.

As a Volunteer, please enter a Personal Reference.

Click Save to proceed.

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En	nail						
Ph	ione 1			Type:	Select	~	
Ph	ione 2			Type:	Select	~	
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Re	lationship						
Ye	ars Known						
		Save					

Reference Saved		
Reference 2 of 2 (Personal)		
First		
Last		
Email		
Phone 1	Type: Select V	·
Phone 2	Type: Select V	·
Address		
Address 2		
City		
State		
Zip		
Relationship		
Years Known		
	Save	



HR Employee Handbook

This requirement is **only** for all employees and those priests who oversee employees, as part of the Sexual Harassment Prevention Training requirement.

As an **employee** or **priests who oversee employees**, please review the **Employee Handbook** and acknowledge:

By my electronic signature below, I acknowledge that on the date printed below, I was provided a copy of the Archdiocesan employee handbook or electronic access to the Archdiocesan employee handbook available online at http://hr.archchicago.org. I understand that I am expected to read the entire handbook.

I further acknowledge that if I am unable to access the handbook online, I can contact the Human Resources Department of the Archdiocese at 312-534-5360 and request a hard copy of the handbook.

The Employee Handbook contains important information about the Archdiocese, and I understand that I should consult the Archdiocesan Human Resources Office regarding any questions not answered in the handbook. Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the Archdiocese's policy of employment- at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I understand that this handbook is not a contract of employment. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Office any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Archdiocese following any modifications to the handbook, I thereby accept and agree to such changes.

Please review the following "Required Document" for clergy, employees and volunteers that serve with minors and respond:

CANTS (Child Abuse & Neglect Tracking System)

To proceed, please **Confirm** by checking the box:

"I will download this form, fill it out and return it to my parish or school office".

This is an annual requirement for all employees and volunteers who serve with children and/or youth.

Site Administrators are responsible to gather completed CANTS Forms to copy and enter date in each person's Virtus account under the "Required Documents" tab, after sending the signed original to DCFS in Springfield.







Please review the following "Required Document" for all clergy,	
employees and volunteers and respond:	Archdiocese of Chicago, IL
	Code of Conduct
	1d7 - + 🖧 🖬 🗗
Code of Conduct for Church Personnel	
	Code of Conduct for Church Personnel
To proceed, please Confirm by checking the box:	As someone who ministers to young people and/or vulnerable adults, I will maintain a ordestional role and be ministra of the trust and neuron locates as a minister to your example.
	and vulnerable adults. The observation of the second second power is possible at a minister to young proper and vulnerable adults.
"I have downloaded, read, and understand this document"	To active this, I will NOT.
	Be alone with a minor or vulnerable adult in a residence, rectory, sleeping facility, or any other closed room.
	Share a bed with a minor or vulnerable adult.
	 Take an overnight trip alone with a minor or vunerace abut. Acquire, possess or distribute pomographic images of minors under the age of 18.
Please provide an electronic signature to confirm you have read and	 introduce sexually explicit or pornographic topics, vocabulary, music, recordings, films, exems: websites: computer software or entertainment to a minor or vulnerable adult.
agree to this document and enter your full name and today's date.	Problems viewing PDP?Click Here I have downloaded read, and understand this
	document.
	Please provide an electronic signature to confirm you have read this
Click Continue to proceed	document. Full Name (first, middle and last)*: [
	Today's Date*: (mm/kid/yyyy) Continue
As of July 2020, the Code of Conduct is an annual requirement for	
all clergy, employees and volunteers.	
Please review the following and respond:	
	Archdiocese of Chicago, IL
	Declarations
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	ARCHDIOCESE OF CHICAGO
	DECLARATION PAGE - VOLUMTERS CONTLANCES IN VISITUE
	The Archidiosens of Chicago appresinten your willingness to share your faith, gifts and skills. Providing take and server proprass for our manihests is of unnext importance to as. This information pathwell in this
To proceed, please Confirm by checking the box:	supplications in a length of to ado ya sported nei do kajabare quality c'halidaj pregnana for da purpose ol our reormanity. Finanz med mai landia endo el du sa transmante bairor.
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Please provide an electronic signature to confirm you have read this	the Archidocese of Chicago to conduct such theirs periodically throughout my release series.
document and enter your full name and today's date.	Problems Wewing PDF?Click Here I have downloaded, read, and understand this
	document.
Click Continue to proceed.	Please provide an electronic signature to confirm you have read this document.
	Full Name (finst, middle and last)*: (John D. Smith) Today's Date*: (mm/dd/yyyy)
	Continue
have you already attended a session?	
If you have not attended a VIDTUS Protecting Cod's Children	Have you already attended a session?
n you have <u>not</u> allended a virt i 05 Froledling God S Children	
- 56551011, 0110058 <u>INU</u> .	YES NO
Otherwise, choose YES .	
If you chose <u>NO</u> during the previous step, please select the online	Please select the session you wish to attend
session to complete.	O Busta stine Carlla Children fan Adolar (Online Terline)
	Protecting God's Unliden for Adults (Unline Training)
(If you chose <u>YES</u> during the previous step, you are post-registering	O Protecting God's Children for Adults (Online Training in Spanish)
for a past session. You will be presented with a list of all past	
instructor led VIRTUS sessions conducted in the Archdiocese of	Continue
Chicago.	
Choose the session you attended by clicking the downward arrow	
and highlighting the session then click Complete Registration.)	
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 Please click the Submit Background Check button to continue with the submission of your background check within S2Verify. Please then click the link: Begin your background check. (You will submit your background check in the secure S2Verify System). 	Background Check You are required to have a background check. All of your information is prepared and ready to send to s2verify-v2. Please click the button below when you are ready to submit your information Submit Background Check
Users must follow all the prompts and links to enter a background check in the S2Verify System.	Background Check Begin your background check
Within the S2Verify secure system, please start the background check process. Thank you for completing the registration process!	SZVERIFY Background Screening

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