

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 **ESPAÑOL: ACCESO O INSCRIPCIÓN** on the right side of the screen to begin registration.

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 PRIMARY 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.



Your chosen location is displayed on the screen, along with the roles you selected.

Select **YES**, if you are associated with any additional locations.

Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

Academy of St. Benedict The African-Lafin (Chicago)
• Volunteer ✓

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 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?

“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.

Are you employed or applying for an employment position with an Archdiocesan parish, school or Pastoral Center-related agency or department?
Yes: No

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?
Yes: No

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.)?
Yes: No

Continue

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.

Reference 1 of 2 (Professional)

If you are a volunteer and not employed, please provide a personal reference instead - for a total of two personal references.

First
Last
Email
Phone 1 Type: -- Select --
Phone 2 Type: -- Select --
Address
Address 2
City
State
Zip
Relationship
Years Known

Save

As a Volunteer, please enter a Personal Reference.

Click **Save** to proceed.

Reference Saved

Reference 2 of 2 (Personal)

First
Last
Email
Phone 1 Type: -- Select --
Phone 2 Type: -- Select --
Address
Address 2
City
State
Zip
Relationship
Years Known

Save

➤ **HR Employee Handbook**

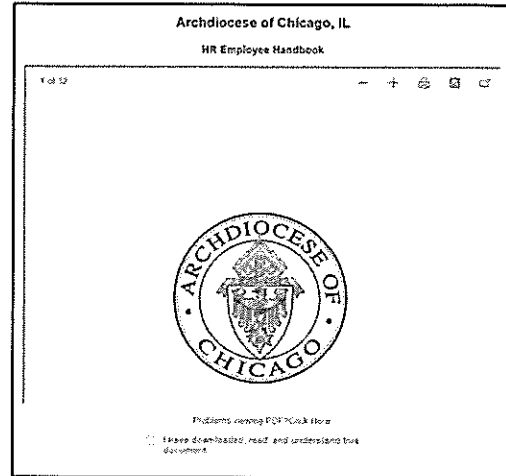
This requirement is **only** for all employees and those priests who oversee employees, as part of the Sexual Harassment Prevention Training requirement.

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:

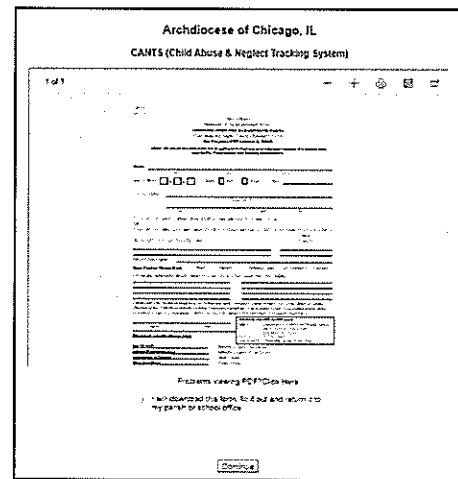
➤ **CANTS (Child Abuse & Neglect Tracking System)**

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:

➤ **Code of Conduct for Church Personnel**

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

"I have downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read and agree to this document and enter your full name and today's date.

Click **Continue** to proceed.

As of July 2020, the Code of Conduct is an annual requirement for all clergy, employees and volunteers.

Please review the following and respond:

➤ **Declarations**

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

"I have downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read this document and enter your full name and today's date.

Click **Continue** to proceed.

Have you already attended a session?

If you have **not** attended a **VIRTUS Protecting God's Children** session, choose **NO**.

Otherwise, choose **YES**.

If you chose **NO** during the previous step, please select the online session to complete.

(If you chose **YES** during the previous step, you are post-registering for a past session. You will be presented with a list of all past instructor led **VIRTUS** sessions conducted in the **Archdiocese of Chicago**.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

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).

Users must follow all the prompts and links to enter a background check in the 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](#)

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

- 1. Location Confirmation
- 2. Electronic Consent
- 3. Background Check Request

[Start Process](#)