

Archdiocese of Denver Registration Instructions for Volunteers

Before attending an instructor-led (live) session, all participants **must** register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

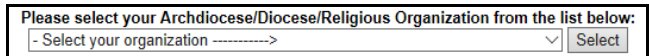
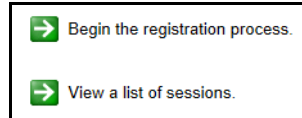
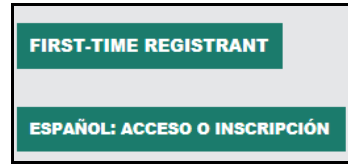
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=36848

Or:

Go to www.virtus.org

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

Select the name of your organization **Denver** - Archdiocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Create a User ID and Password you can easily remember. This is necessary for all participants. This establishes your account with the VIRTUS program. 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.

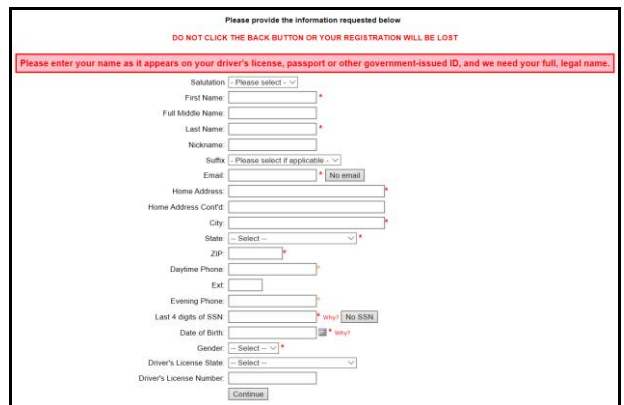


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Last for SSN, Date of Birth, Gender, and Driver's License information.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

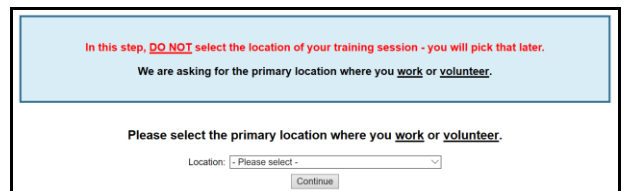
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



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).



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Select the role(s) that you serve within the Archdiocese of Denver and/or parish/school.

Please check **all** roles that apply.

Click **Continue** to proceed.

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

Location:

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

- Employee
- Volunteer
- Priest
- Deacon
- Candidate for ordination
- Educator
- Non Church Worker

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

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

Select **YES** if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

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


You have chosen following locations and roles:

All Saints (Denver)

• Volunteer ✓

Are you associated with any other locations?

Please review the following **Archdiocese of Denver Code of Conduct**, and respond:

 **Code of Conduct**


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

Click on **Continue**.

Archdiocese of Denver
Code of Conduct

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Exhibit IV
to the
Archdiocese of Denver Pastoral Handbook



ARCHDIOCESE OF DENVER

CODE OF CONDUCT

Problems viewing PDF? [Download](#)

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

Please provide an electronic acknowledgement to confirm you have received the document above.

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

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

Archdiocese of Denver Registration Instructions for Volunteers

For Volunteers, please review the following **Archdiocese of Denver Hold Harmless Agreement**, and respond:

➤ **Volunteer Worker Hold Harmless Agreement**

To proceed, please **Confirm** by clicking on: *"I will download, complete and return the completed form to my parish, school, or ecclesiastical organization."* and enter your full name and today's date.

Click on **Continue**.

Please answer yes or no to the following questions:

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

Have you ever been convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

Click on **Continue**

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

- Yes
- No

Have you ever been convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?

- Yes
- No

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

- Yes
- No

Continue

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children** instructor-led sessions scheduled for the **Archdiocese of Denver**.

When you find the instructor led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Archdiocese of Denver**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

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Click on **Begin Background Check** to be directed to the Selection.com background check secure website, if required to complete a background check.

Within the secure website of **FASTRAX®**, please click on **Enter Background Check Info** to proceed.

Please complete the following steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

Your registration is not complete
You must complete a background check

As part of our efforts to create and maintain a safe environment for children, volunteers and staff we must conduct a criminal background check.
If you are a NEW EMPLOYEE/APPLICANT stop here and contact the hiring manager for instructions to be fingerprinted.
If you are a VOLUNTEER or CONTINUING EMPLOYMENT follow the instructions below to conduct a name-based background check through Selection.com.

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: registration
Middle:
Last: teststestdenver

Do you need to update this information to match your FULL, LEGAL name?

By clicking this button, you will be directed to their secure website called Fastrax™.

You will be notified via email when your VIRTUS Online account is activated.

After you attend the training session, you will receive an email of approval and have access to a certificate by logging into your VIRTUS account.

If you have additional questions about the VIRTUS registration, please contact the helpdesk at 888-847-8870 or helpdesk@virtus.org.

Thank you for completing the registration process!

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

 **VIRTUS**Online

Thank you for registering with VIRTUS Online.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online.
You will receive an email confirming your registration for the session you selected.
After you attend your session, your account request will be reviewed by your Coordinator.
You will be notified via email when your VIRTUS Online account is activated.