

Before completing awareness training online, all participants first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37845

Or, please register by going to www.virtus.org and click on 'First Time Registrant' and selecting the Diocese of Charleston from the dropdown menu.



Create a user ID and a 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.

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

VIRTUSOnline

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 or 888-847-8870.

ROMAN CATHOLIC
DIOCESE
OF CHARLESTON

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 'jimmy' and 'jimmyj' 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:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.
[Important note about selecting passwords](#)

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, and Phone Number.

(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 VIRTUS Coordinator to communicate with you.

Please provide the information requested below

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

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP/Postal Code:

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 by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Please select the primary location where you work or volunteer.

Location:

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

Please select from the role/description that applies to your position.

Additionally, enter your title in the box provided that best describes your role within your location.

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

Candidate for ordination
For MEN entering the summary or Diaconate formation.

Deacon
A deacon is an ordained member of the clergy. Choose this role if you have been ordained and serve as a permanent deacon and serve as a deacon at a parish.

BEFORE SELECTING EDUCATOR

Read the description below
 DO NOT select Educator if you do not meet the description
 If you select Educator and do not meet the description, it will delay your registration and may result in unnecessary charges to your parish or school

Educator
Catholic School teachers, substitute teachers, and staff, including accredited and non-accredited staff in the Catholic Schools, i.e. salaried teachers, principals, administrators, and non-teaching school staff. This role is NOT for Catechists or Parish Religion Educator staff (they should use the volunteer role or employee role).

Employee
Works for a parish, school or the chancery of the diocese, is paid or receives a stipend.

Priest
An ordained priest, who has faculties in the Diocese of Charleston.

Volunteer
A volunteer serves in a variety of positions without pay or financial compensation. Volunteers are considered "Church Personnel."

Please select any additional roles you perform at this location

Homebound Ministry

Religious

Usher

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

Title or Position of Service:

Please select **Yes** if you are associated with any additional locations, or please select **No** to continue.

You have chosen following locations and roles:

- All Saints Parish (Lake Wylie)
 - Employee ✓
 - Volunteer

Are you associated with any other locations?

Please review the following document on the screen and respond:

➤ **Child Protection Policy**

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

Click on **Continue**.

Diocese of Charleston, South Carolina

Child Protection Policy

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THE DIOCESE OF CHARLESTON
 POLICY
 CONCERNING THE PROTECTION OF A
 VULNERABLE ADULTS FROM SEXU
 BY CHURCH PERSONNEL (20
 AND
 CODE OF CONDUCT FOR CHURCH PER
 MINISTERIAL STANDARDS AND GL
 FOR DEALING WITH MINORS AND VI
 ADULTS

ADOPTED effective as of February 21, 2022.

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

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

Full Name (first, middle, and last):

Today's Date*:

Please review the following document on the screen and respond:

➤ **Code of Conduct**

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

Click on **Continue**.

Diocese of Charleston, South Carolina

Code of Conduct

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

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

Full Name (first, middle, and last)*:

Today's Date*:

Please review the following document on the screen and respond:

➤ **Social Media Policy**

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

Click on **Continue**.

Diocese of Charleston, South Carolina

Social Media Policy

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

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

Full Name (first, middle, and last)*:

Today's Date*:

Please answer the two questions.

Click **Continue** to proceed.

Do you drive your personal vehicle on behalf of a parish or school?

- Yes
- No

Do you handle money, have financial responsibility, or make financial decisions as part of your role within a parish or school?

- Yes
- No

Answer all of the questions. Any "yes" responses will require an explanation.

Click **Continue** to proceed.

Have you ever been the subject of any civil, criminal, or legal complaint involving an allegation of any type of abuse or neglect of a child, an elderly adult or an adult with a disability?

- Yes
- No

If yes, fully explain the situation and outcome.

Have you ever been arrested for, convicted of, or plead guilty to a criminal offense?

- Yes
- No

If yes, fully explain the situation and outcome.

Have you ever been prohibited by this or any diocese from engaging in ministry or had your ministry restricted in any way?

- Yes
- No

If yes, fully explain the situation and outcome.

Are there any criminal charges pending against you?

- Yes
- No

If yes, fully explain the situation and outcome.

I declare that the statements on this form are true and correct

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

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

Please review "I entered my FULL, LEGAL name - Begin Background Check" on the screen to be directed to the Selection.com background check secure website, **FASTRAX**®.

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.

Your registration is not complete

You must complete a background check

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

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: tests@onlytest

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

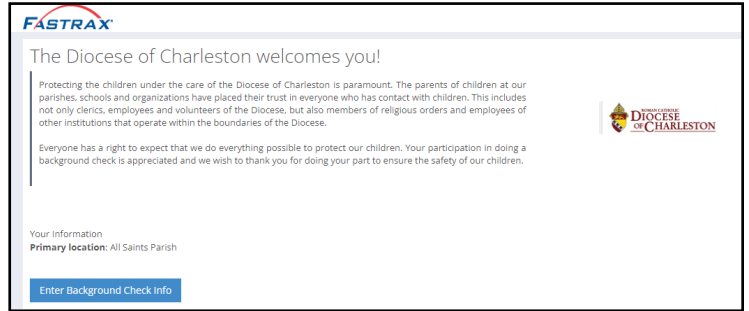
If you entered your full, legal name and are ready to continue, click the button below

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

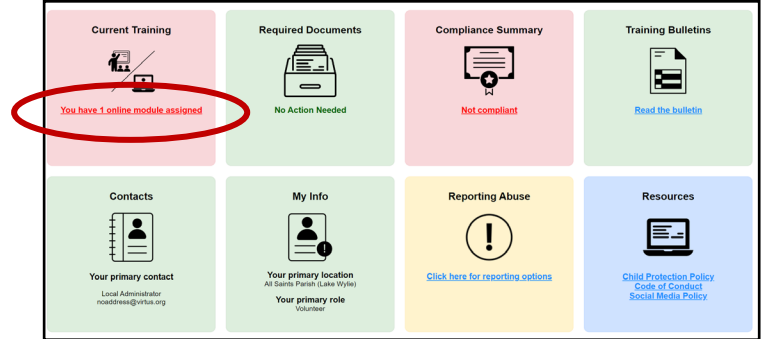
Within the secure website of **FASTRAX®**, please click on **Enter Background Check Info** to proceed.

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.

To contact the background check provider with any issues within **FASTRAX**, please contact the Selection.com helpdesk at 800-325-3609.



Click on the link in the **“Current Training”** box to complete your online training.




Click on the **green circle** or the title of the training course to begin the **Online Training**.

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

If you have additional questions about **VIRTUS Online** training, please contact the local administrator at your parish or school.

Online Training Modules

To begin your online training, please click the title of your assigned training:

- 
[Protecting God's Children Awareness Session 4.0 & Vulnerable Adults 2.0 Combined](#)
 Assigned: 07/23/2023
 Due: 08/06/2023