

Registration Instructions Diocese of Rockford Clergy, Educators and Employees

Before completing **Protecting God's Children** training online, all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/17162/reg_pwd.cfm?theme=0

Or, please go to www.virtus.org and click on First Time Registrant and select Rockford from the drop down list.



Please enter the password provided by your Diocese, Parish or School.

Contact your parish, school or entity directly for the password to create an online account or contact the Diocesan Safe Environment Office at 815-399-4300 ext. 417

Click **Continue** to proceed.

Please enter the password provided by your Diocese, Parish or School

Continue

Contact your parish, school or entity directly for the password to create an online account or contact the Diocesan Safe Environment Office at 815-399-4300 ext. 417

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.



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 'jsmith' and 'mjones' 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:

Continue

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, Phone Number, Date of Birth, Gender, and Race.

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

Click **Continue** to proceed.

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.

Situation: - Please select - v

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix: - Please select if applicable - v

Email: No email

Home Address:

Home Address ConfId:

City:

State: - Select - v

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: why?

Gender: - Select - v

Race/Ethnicity: - Select - v

Continue

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).

In this step, **DO NOT** select the location of your training session - you will pick that later.
We are asking for the primary location where you **work** or **volunteer**.

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

Location: - Please select - v

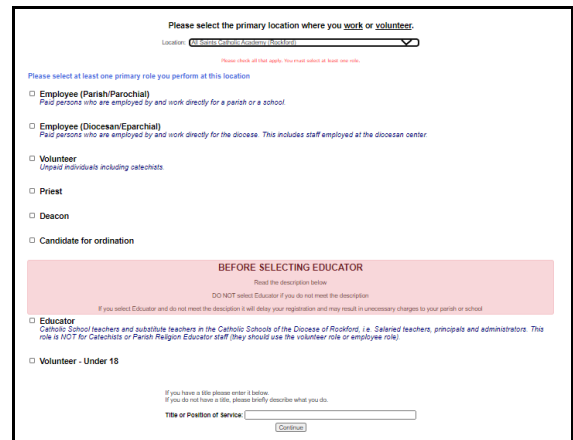
Continue

Registration Instructions Diocese of Rockford Clergy, Educators and Employees

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, **enter** your title or position of service in the box provided that best describes your role within the Diocese – i.e. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminararian, etc.

Click **Continue** to proceed.



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

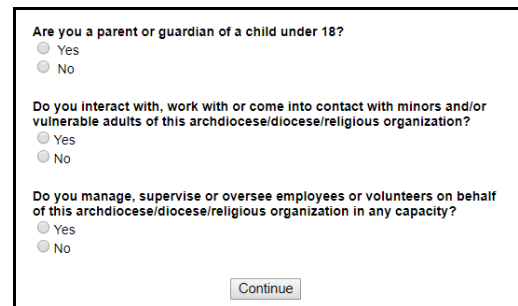
Select **YES** if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

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



Please answer the questions presented.

Click **Continue** to proceed.

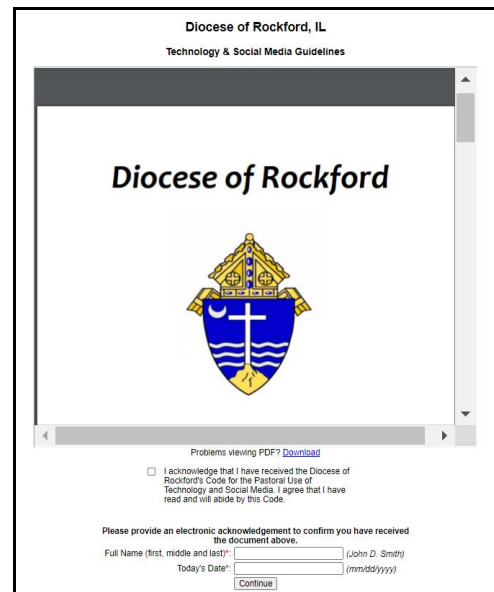


Please review the following document and respond:

➤ **Technology & Social Media Guidelines**

To proceed and acknowledge the document, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.



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Please review the following document and respond:

➤ **Code of Pastoral Conduct**

To proceed and acknowledge the document, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.

Diocese of Rockford, IL
Code of Pastoral Conduct

DIOCESE OF ROCKFORD

Problems viewing PDF? [Download](#)

I, in my capacity as a volunteer acknowledge that I have received the Catholic, Diocese of Rockford Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Employees, and Volunteers of the Catholic, Diocese of Rockford, and agree that I have read and will abide by the provisions of this Code of Pastoral Conduct as a volunteer of the Diocese.

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)
[Continue](#)

Please review the following document and respond:

➤ **Sexual Misconduct Norms**

To proceed and acknowledge the document, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.

Diocese of Rockford, IL
Sexual Misconduct Norms

DIOCESE OF ROCKFORD

Problems viewing PDF? [Download](#)

I acknowledge that I have received the Diocese of Rockford's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults of the Diocese of Rockford, I agree that I have read and will abide by the provisions of these norms as a volunteer of the Diocese.

Also, I acknowledge that the Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults that I have received this date replace all prior policies or regulations that I may have received from the Diocese. I agree that those former policies or regulations are no longer in force of effect.

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)
[Continue](#)

Please review the following document and respond:

➤ **Criminal History Information Response Process**

To proceed and acknowledge the document, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.

Diocese of Rockford, IL
(CHRP) Criminal History Information Response Process
AUTHORIZATION TO CONDUCT CRIMINAL BACKGROUND INVESTIGATION AND TO DISCLOSE CRIMINAL BACKGROUND INFORMATION

**Authorization to Conduct Background Check
Catholic Diocese of Rockford**

(CHRP) Criminal History Information Response Process
AUTHORIZATION TO CONDUCT CRIMINAL BACKGROUND INVESTIGATION AND TO DISCLOSE CRIMINAL BACKGROUND INFORMATION

I hereby give my consent to the Illinois State Police to conduct a criminal background check on me from all states in which I have resided or worked and authorize the Illinois State Police representatives to disclose to _____ (Name of Diocesan entity) the information obtained through such investigations.

I understand that date of birth, sex and race are being requested only for the purpose of identification in obtaining accurate retrieval of records and will not be used for discriminatory purposes.

Please Print
Last Name: _____ Middle Initial: _____
First Name: _____
Other Names Used by Me: _____
Date of Birth: _____ (see MM/DD/YYYY)

Problems viewing PDF? [Download](#)

I hereby give my consent to the Illinois State Police to conduct a criminal background check on me from all states in which I have resided or worked and authorize the Illinois State Police representatives to disclose to the entity of the Diocese of Rockford the information obtained through such investigations.

I understand that date of birth, sex and race are being requested only for the purpose of identification in obtaining accurate retrieval of records and will not be used for discriminatory purposes.

Full Name (first, middle and last): (registration back@diocese.org)
Today's Date: (mm/dd/yyyy)
[Continue](#)

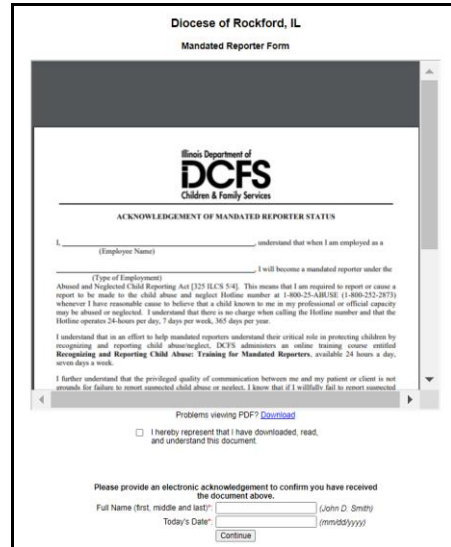
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Please review the following document and respond:

➤ **Mandated Reporter Form**

To proceed and acknowledge the document, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.

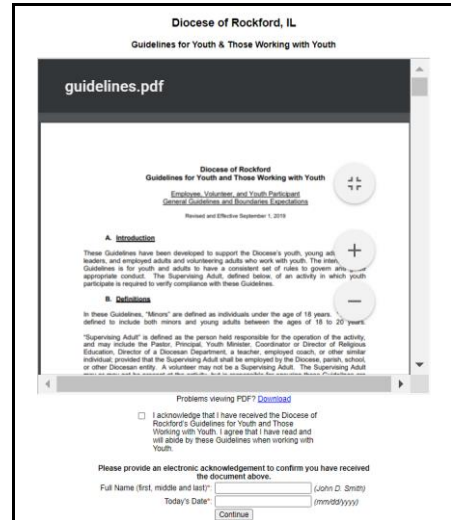


Please review the following document and respond:

➤ **Guidelines for Youth & Those Working with Youth**

To proceed and acknowledge the document, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.

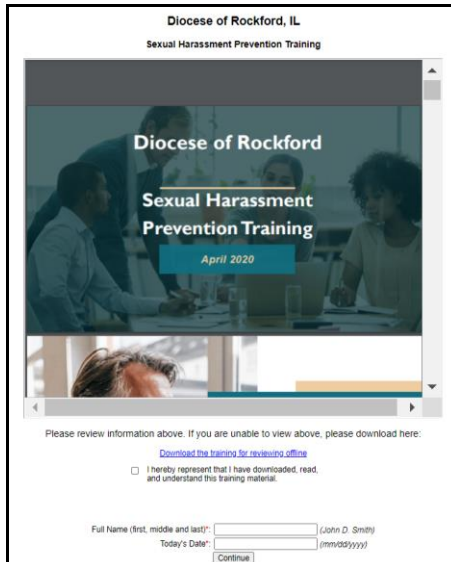


Please review the following document and respond:

➤ **Sexual Harassment Prevention Training**

Please proceed with the review of the prevention training online, and then **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.



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Please click on the link to begin your Mandatory Reporter Training.

Thank you for registering with VIRTUS Online.

Thank you for registering with VIRTUS Online.
You will receive an email confirming your registration.

After you complete your training, your account request will be reviewed by your Coordinator.

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

Mandated Reporter Training

[Click here to begin your Mandatory Reporter Training](#)

Please answer the question, 'Have you already attended a VIRTUS Protecting God's Children Session?'

Click **Yes** or **No** to proceed.

Have you already attended a VIRTUS Protecting God's Children Session?

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 or **online** training for the **Diocese of Rockford**.

When you find the 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 **Diocese of Rockford**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

Please select the session you wish to attend

Protecting God's Children for Adults
Where: St. Patrick Church (McHenry)
 When: Saturday, June 15, 2019
 5:00 PM
 Estimated length of session: 2 hrs 30 min
 Spaces remaining: unlimited
 Language: This session will be conducted in English
 Notes: Session will be held in the Ministry Building. Enter through parking lot doors. No late arrivals or children will be admitted.
 Wheelchair accessible: Yes

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

If you chose **online training**, please click on the **green circle** 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.

After you attend an instructor-led session or complete the online training, you will soon receive an email of approval.

Online Training Courses

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

Protecting God's Children® Online Awareness Session 3.0
Assigned: 10/21/2020
 Due: 11/04/2020

Other Languages Available (You may change versions)

Protecting God's Children® Online Awareness Session 3.0 (Spanish)

If you have additional questions about VIRTUS Online training, please contact your local administrator or the VIRTUS Help Desk at 1-888-847-8870. **Thank you!**

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

 VIRTUS Online