

# Diocese of Joliet Registration Instructions

If you have previously registered with VIRTUS online, do not register for a new account. Please contact your local administrator at your location or the Office of Child and Youth Protection at [SafeEnvironment@dioceseofjoliet.org](mailto:SafeEnvironment@dioceseofjoliet.org).

Click on this link to access the VIRTUS Registration page:

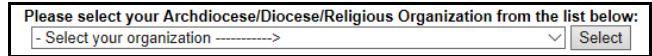
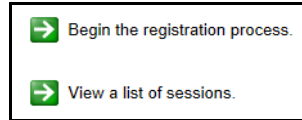
[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=17156](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17156)

Or:

Go to <http://www.virtusonline.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 **Joliet** - Diocese (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. **The password must be at least 8 characters and may not be the word "password."** A password 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.



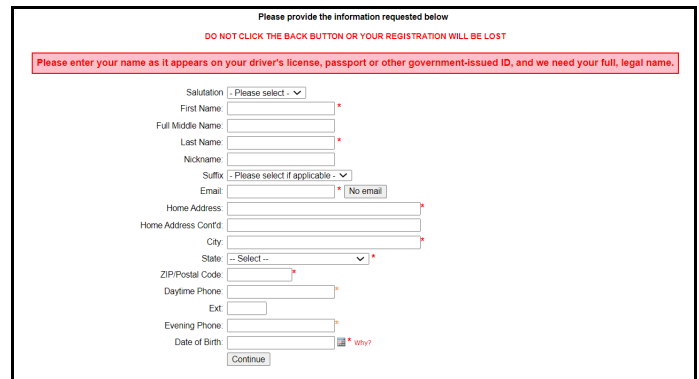
Click **Continue** to proceed.

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, and Date of Birth. **When entering your name, please enter your legal name as it appears on your driver's license, state ID, or passport.**

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

Click **Continue** to proceed.

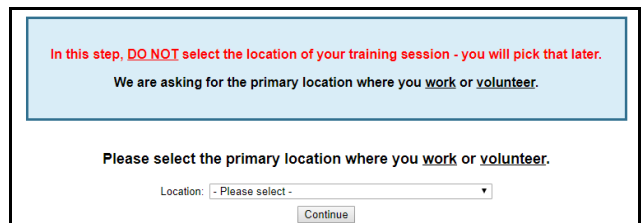
If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](mailto:mail.yahoo.com), or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).



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).*



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

Please select the primary role you perform at this location and enter a brief description of your title or position in the "Title or Position of Service" box.

Select **Continue** to proceed.

If you are an Employee at a Parish or School, please select any additional roles (also known as a Secondary Role).

If you are a Volunteer, please select any additional roles (also known as a Secondary Role).

If you are a Non-employee/Non-volunteer/Contractor, please select the following additional role if applicable (also known as a Secondary Role).

Select **Yes** if you are associated with any other locations.

Select **No** for no other locations.

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

- Non-employee/Non-volunteer/Contractor**  
not a Diocese of Joliet employee or volunteer, but with an agency or function that requires the Protecting God's Children training (i.e., Catholic Charities, Bush Services, Lewis University, University of St. Francis, or any student teacher, student observer, student with a field placement, minors and/or vulnerable adults, etc.)
- Outside volunteer: Scouting**  
Adults who volunteer with Boy, Cub, or Girl Scout troops that have a facility use agreement with a parish or school
- Priest**  
Crowned priest
- Seminarian**  
Studying to become a priest
- Deacon**  
Crowned permanent deacon
- Candidate for ordination**  
Studying to be a permanent deacon
- Educator**  
Student teachers, school administrators, principals, NOT CATECHISTS
- Employee (Parish/Parochial)**  
Not for work done at the parish/school. DO NOT INCLUDE EDUCATORS
- Employee (Diocesan/Eparchial)**  
Not employees for work done at diocesan office/agency
- Volunteer**  
Persons not paid for work done at the parish/school. Include volunteer here

Please select any additional roles you perform at this location

- Employee: Substitute Teacher**
- Employee: After School Staff**
- Employee: Musician**
- Employee: High School Coach**  
athletic coach at catholic high school
- Employee: Parochial School**  
Any paid school employee who does NOT already fall under one of the following roles: Educator/Employee: After School Staff/Employee: Contractor/Employee: High School Coach/Em
- Employee: Religious Education or Youth Ministry**

Please select any additional roles you perform at this location

- Volunteer: Religious Education or Youth Ministry**
- Volunteer: Coach**
- Volunteer: Knights of Columbus**
- Volunteer: Parochial School**
- Volunteer: Other**
- Volunteer: Liturgical Minister**  
Eucharistic minister, lector, usher, choir
- Volunteer: School board member**
- Volunteer: Parish**
- Volunteer: JDCCS/badges/JDCCS event facilitator**  
Members of the Joliet Diocese Catholic Committee on Scouting (JDCCS), religious recognition advisors (i.e., Catholic scouting badges/medals/awards), and volun

Please select any additional roles you perform at this location

- Independent Contractor**  
Independent contractor paid for work done with minors/vulnerable adults at parish/school
- Student teacher/student observer/field placement/intern**  
not a Diocese of Joliet employee or volunteer, but a college or university student placed in a diocesan school (includes any student teacher, student observer, studen
- School of spiritual direction student**  
Adult Catholic who is studying to be a spiritual director

**You have chosen following locations and roles:**

All Saints Catholic Academy (Naperville)  
• Volunteer ✓

**Are you associated with any other locations?**

Yes

No

# Diocese of Joliet Registration Instructions

Please answer the four questions.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

- Yes
- No

Do you interact with, work with or come into contact with minors of this archdiocese/diocese/religious organization?

- Yes
- No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?

- Yes
- No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes
- No

[Continue](#)

Please review the following and respond:

➤ **Policy Regarding Sexual Abuse of Minors and Vulnerable Adults (rev 7-15-2021)**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

**Diocese of Joliet, IL**  
Policy Regarding Sexual Abuse of Minors (rev 7-15-2021)

Problems viewing PDF? [Download](#)

I hereby acknowledge that I have downloaded, read, and understand the attached 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)

[Continue](#)

Please review the following and respond:

➤ **Standards of Behavior for those Working with Minors and Vulnerable Adults (rev 7-15-2021)**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

**Diocese of Joliet, IL**  
Standards of Behavior for those Working with Minors (rev 7-15-2021)

Problems viewing PDF? [Download](#)

I hereby acknowledge that I have downloaded, read, and understand the attached 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)

[Continue](#)


# Diocese of Joliet Registration Instructions

If you volunteer in a repetitive role (please see your local administrator), please print the **Adult Volunteer Application**. Once the form is completed, signed, and dated, please return to the volunteer coordinator of parish/school where you are volunteering. The volunteer coordinator will then provide to the local administrator to enter the date the form was completed into your VIRTUS account.

Click on **Continue**.

**Diocese of Joliet, IL**

**Adult Volunteer Application**



[Adult Volunteer Application](#)

Please print this form. Once the form is completed, signed, and dated, please return to the volunteer coordinator of parish/school where you are volunteering. The volunteer coordinator will then provide to the local administrator to enter the date the form was completed into your VIRTUS account.

[Continue](#)

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

Otherwise, choose **YES**. You will need to know the date and location of the **VIRTUS Protecting God's Children** session you attended in the Diocese of Joliet.

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

[YES](#)   [NO](#)

If you chose **NO** during the previous step, you will be given the option to select **VIRTUS Protecting God's Children for Adults (Online Training)** in either English or Spanish. It will take approximately 80 to 95 minutes to complete the training. Please select 'Go To Training' and the online **Protecting God's Children for Adults** training will be accessible if chosen as the selected training.

**Please note: High school minors who register for VIRTUS accounts must select VIRTUS Healthy Relationships for Teens 2.0 (Online Training).**

Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)

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

Protegiendo a los Niños de Dios

*Where:* St. Andrew the Apostle (Parish and School) (Romeoville)  
505 Kingston Drive

*When:* Saturday, December 4, 2021  
1:00 PM

*Estimated length of session:* 3 hrs

*Spaces remaining:* 10 of 10

*Language:* This session will be conducted in Spanish

*Notes:* Puerta #5 Añla #102 Por favor de llegar 15 minutos antes de iniciar la clase. No se permiten niños en esta clase.

*Wheelchair accessible:* Yes

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

**Please note: if you took a Protecting God's Children class in a diocese other than the Diocese of Joliet, please contact your local administrator or the Office of Child and Youth Protection at [SafeEnvironment@dioceseofjoliet.org](mailto:SafeEnvironment@dioceseofjoliet.org) and provide the date, location, and diocese where you took the training.**

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**, please contact the hiring manager for instructions to be fingerprinted.

If you are a **VOLUNTEER or CONTINUING EMPLOYMENT**, please follow the instructions to conduct a name-based background check through the Selection.com website.

**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: test@meveevew

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

[I need to enter my FULL, LEGAL name](#)

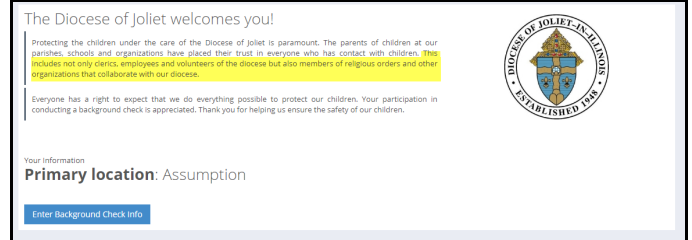
By clicking this button, you will be directed to their secure website called Fastrax™.

[ I entered my FULL, LEGAL name - Begin Background Check ]

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

You are now within the secure website of **FASTRAX**®. Please click on **Enter Background Check Info** to proceed. **You must complete the release form in its entirety once you click on Enter Background Check Info. or an error will be created and you will be asked to complete the release form again.**

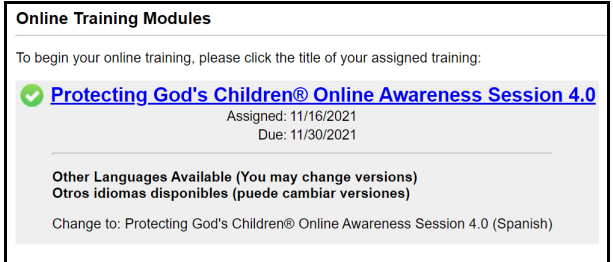
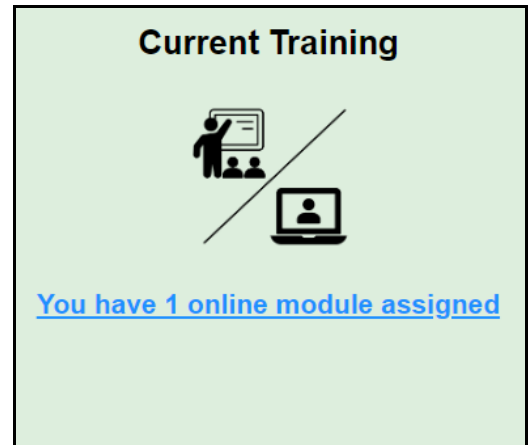
**Please** complete the steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check release form.



**If you selected online training, please click** 'You have 1 online module assigned' within Current Training, and then the **green circle** to begin the **Online Training**.

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

Once you complete any online VIRTUS training, your VIRTUS account will automatically be populated to reflect that the training was completed.



If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

To contact the name-based background check provider, Selection.com, please contact their helpdesk at 800-325-3609.

**Thank you for completing the registration process!**

