VIRTUS Training Instructions

Log on to www.VIRTUSOnline.org

REGISTRATION

➢ Click Registration on left side
➢ Click First-Time Registrant
➢ Click Organization — Springfield/Cape Girardeau Diocesan
➢ Create User ID **(IMPORTANT - Limit to no more than 12 characters; write down, will need later)**
➢ Create Password (**write down, will need later**)
➢ Click continue, answering questions on Personal Information; be sure to enter your email address.
➢ Click Location
   • Catholic Charities of Southern Missouri
     ▪ Click NO, if not Catholic
   • 2nd Choice — Click local Parish you attend
➢ Complete your Role
   • Employee (Parish/Parochial)
➢ Complete Job Title
➢ Continue to complete questions
➢ Locations for classes are listed, click on the next available class near you
➢ Registration is complete

BACKGROUND CHECK INFORMATION

➢ Read Information online or see attached (Appendix B form)
➢ Click information for Background Check
➢ Enter Date
➢ Use the same User ID as before
➢ Primary Location will be Catholic Charities
➢ Click next and follow the instructions

IF APPLICABLE — FORMS WILL BE GIVEN TO YOU TO COMPLETE
[All forms below require SSN. Forms 1 and 2 also require Driver’s License]

➢ Form 1: Complete the **Request for Child Abuse or Neglect / Criminal Record**
➢ Form 2: Complete the "**Appendix B**" form (Disclosure and Authorization — Employment / Volunteerism)
➢ Form 3: Complete the **State of Missouri — Caregiver Background Screening**

Updated 12/13/2018