



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***