

Before completing **Protecting God's Children** training, all participants **must** first register with **VIRTUS Online**.

VIRTUS Registration: https://www.virtusonline.org/virtus/reg_2_cfm?theme=0&org=19150

Go to the Diocesan website https://www.virtusonline.org/virtus/reg_2_cfm?theme=0&org=19150 and click on the VIRTUS link to access the VIRTUS Registration page.

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 user names.

Click **Continue** to proceed.

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, Last Four Digits of SSN, and Date of Birth.

(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. If you cannot obtain an email address, enter: 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.

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**.

Select the role(s) that you serve within your parish.

Please check **all** roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

Click **Continue** to proceed.

Registration Instructions Diocese of Reno

Please select any additional roles that you are associated with in the diocese, parish or school.

Click **Continue** to proceed.

Please select any additional roles that you play within your diocese

Please check all that apply.

- Catechist
- Parishes
- Coach
- Seminarian

Continue

Please answer the three questions presented.

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 and/or 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

All registrants must please read the **Diocese of Reno, Code of Conduct.**

Download the **Code of Conduct** by clicking the **PDF** icon. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date.**

Click **Continue** to proceed.

Diocese of Reno, NV

Policy on Sexual Misconduct - Diocese of Reno



Policy on Sexual Misconduct - Diocese of Reno

- The undersigned hereby acknowledges receipt on the date written below of a copy of the Policy on Sexual Misconduct promulgated by the Diocese of Reno, revised as of October 27, 2016. I acknowledge that if any questions are raised when I read this policy, I will contact the Diocesan Personnel Administrator. I furthermore agree to conduct myself in accordance with said policy.

Please provide an electronic signature to confirm you have read the Diocese of Reno Policy on Sexual Misconduct:

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

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

Continue

Please answer Yes or No to:

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

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

YES NO

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 for the **Diocese of Reno.**

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration.**

If you chose **YES**, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Reno.**

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

Protecting God's Children for Adults

Where: Our Lady of the Snows (Parish Center, 1200 S. Arlington Ave.) (Reno)
1200 S. Arlington Ave.

When: Thursday, April 6, 2017
6:00 PM

Estimated length of session: 3 hrs

Spaces remaining: 18 of 30

Language: This session will be conducted in English

Notes: Parish Center, 1200 S. Arlington Ave.

Protegiendo a los Niños de Dios

Where: St. Therese Little Flower Parish (Reno)
875 E. Plumb Lane

When: Wednesday, April 12, 2017
6:00 PM

Estimated length of session: 3 hrs

Spaces remaining: unlimited

Language: This session will be conducted in Spanish

Wheelchair accessible: Yes

Your registration is almost complete, with one final step.

Click on **Begin Background Check** to be directed to the Selection.com background check secure website, **TRAK-1**.

You registration is almost complete.

One final step...

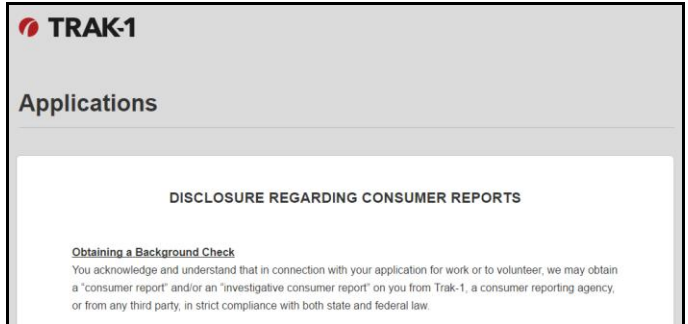
As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Trak-1 to perform our background checks.

Please complete your background check with Trak-1. By clicking on the link below, you will be directed to Trak-1's secure website.

[*** Complete Trak-1 Background Check ***](#)

You are now within the secure website of **TRAK-1**. Please click on **Enter Background Check Info** to proceed. Once completed, you can close your browser. If you have any issues with the background check submission, please contact **TRAK-1** at consumerquestions@trak-1 or call **800-600-8999**.

You will receive a confirmation email with regard to your upcoming instructor-led Protecting God's Children Training session.



The screenshot shows the TRAK-1 Applications page. At the top, it says "TRAK-1 Applications". Below that, there is a section titled "DISCLOSURE REGARDING CONSUMER REPORTS". Under this section, there is a sub-heading "Obtaining a Background Check" followed by a paragraph: "You acknowledge and understand that in connection with your application for work or to volunteer, we may obtain a "consumer report" and/or an "investigative consumer report" on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law."

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

Thank you!



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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS Online