

Registration Instructions Diocese of Reno

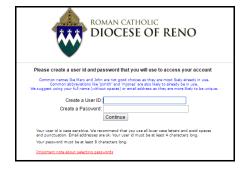
Before completing Protecting God's Children training, all participants must first register with VIRTUS Online.

Go to the Diocesan website at http://www.renodiocese.org/, click on the Safe Environment tab, and then scroll down and click on the VIRTUS Registration link:

https://www.virtusonline.org/virtus/reg 2.cfm?theme=0&org=19 150 and click on the VIRTUS link to access the VIRTUS Registration VIRTUS Registration: https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=19150

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.

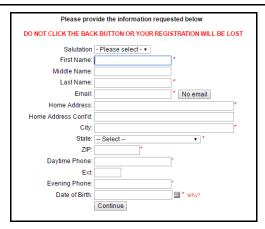


Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last Four Digits of SSN, and Date of Birth.

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

Click Continue to proceed.

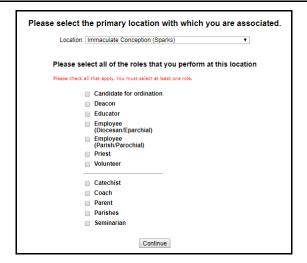
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the Primary location where you work or volunteer by clicking the downward arrow and highlighting the location and your associated Role(s).

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).)





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Your selected location(s) and role(s) are displayed on the screen. Select YES, if you need to add secondary/additional locations and

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

You have chosen following locations and roles: Immaculate Conception (Sparks) Volunteer ✓ Are you associated with any other locations? YES NO

Please answer the three questions presented.

Click Continue to proceed.

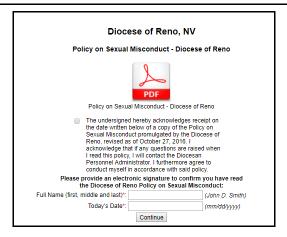
Are you a parent or guardian of a child under 18? Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization? Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/feligious organization in any capacity? 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.



All registrants must please read the Diocese of Reno, Reporting on Abuse, Memo on Child Abuse, and Memo on Elder Abuse.

Download the documents 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

Click Continue to proceed.



Please answer Yes or No to:

Have you had a background check in the past five years for the Diocese of Reno?

Have you had a background check in the past five years for the Diocese of Reno? YES NO

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



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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** and the option to select a Protecting God's Children for Adults online training session.

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

If you chose YES, you will be presented with a list of all instructorled 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: Pastoral Center (Reno) 290 South Arlington Ave When: Wednesday, June 13, 2018 5:30 PM Estimated length of 3 hrs Spaces remaining: 24 of 30 Language: This session will be conducted in English Notes: AWARENESS SESSIONS ARE FOR ADULTS 18 YEARS AND OLDER. CHILDREN OF ANY AGE ARE NOT PERMITTED. Protecting God's Children for Adults (Online Training) Protecting God's Children for Adults (Online Training in Spanish)

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

You registration is almost comple 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. *** Complete Trak-1 Background Check ***

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

Please note: Once you close the TRAK-1 screen and have chosen Online Training, you will need to go back to www.virtus.org and enter your login information to complete the Protecting God's Children Online Awareness Session module.

If you chose to attend the Live instructor-led Protecting God's Children Awareness session, you will receive a confirmation email.

TRAK-1 **Applications** DISCLOSURE REGARDING CONSUMER REPORTS Obtaining a Background Check edge 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.

For Online Training only, click on the green circle to begin the online training session once you log in to www.virtus.org.

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.

Online Training Courses

Protecting God's Children® Online Awareness Session 3.0 Assigned: 06/01/2016 Due: 06/15/2016

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

Thank you!

