

**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](https://www.virtusonline.org/virtus/reg_2_cfm?theme=0&org=19150)

**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=19150](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](mailto: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](mailto: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).*

# Registration Instructions Diocese of Reno

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

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?

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

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 date**.

Click **Continue** to proceed.

Reporting On Abuse	Diocese of Reno Memo on Child Abuse	Memo on Elder Abuse
Reporting on Abuse	Memo on Child Abuse	Memo on Elder Abuse
<input type="checkbox"/> I have downloaded, read, and understand the Reporting On Abuse.	<input type="checkbox"/> I have downloaded, read, and understand the Memo on Child Abuse.	<input type="checkbox"/> I have downloaded, read, and understand the Memo on Elder Abuse.

Please provide an electronic signature to confirm you have read the above documents and completed the documents above:

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

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

Continue

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

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 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:** Pastoral Center (Reno)  
290 South Arlington Ave
  - When:** Wednesday, June 13, 2018  
5:30 PM
  - Estimated length of session:** 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.
  - Wheelchair accessible:** Yes
- 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 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. If you have any issues with the background check submission, please contact **TRAK-1** at [consumerquestions@trak-1](mailto:consumerquestions@trak-1) or call **800-600-8999**.



### Applications

**DISCLOSURE REGARDING CONSUMER REPORTS**

**Obtaining a Background Check**  
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.

**Please note:** Once you close the **TRAK-1** screen and have chosen **Online Training**, you will need to go back to [www.virtus.org](http://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.

For **Online Training only**, click on the **green circle** to begin the online training session once you log in to [www.virtus.org](http://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!**

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

