

If you are a former *Shield the Vulnerable* user and need to re-new your training and/or background check or add a volunteer location:

Contact the Screening Coordinator for your current employee/coach/volunteer site and provide your current e-mail address.
The Screening Coordinator for The John Carroll School may be reached at dteel@johncarroll.org.

Your Screening Coordinator will:

1. Force the background check prompt and/or assign training.
2. They will email your account information to you.
3. Log into your account using the **password "virtus"** and complete the necessary steps.

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

To register, click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37349

Click to begin the process.



Create a User ID and 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.

 A screenshot of the registration page. At the top is the Archdiocese of Baltimore logo. Below it, the text reads: "Please create a user id and password that you will use to access your account". There are two input fields: "Create a User ID:" and "Create a Password:". Below the fields is a "Continue" button. At the bottom, there are instructions: "Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long." and "Your password must be at least 8 characters long." There is also a link for "Important note about selecting passwords".

Provide **all** the information requested on the screen.

Several fields are required, including:

First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, 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, gmail.com, or any other free service. This is necessary for your Safe Environment Liaison to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

 A screenshot of the registration page. The heading is "Please provide the information requested below". Below it is a warning: "DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST". The form contains several fields: "Salutation" (dropdown menu), "First Name" (text box with asterisk), "Full Middle Name" (text box), "Last Name" (text box with asterisk), "Email" (text box with asterisk and a "No email" button), "Home Address" (text box with asterisk), "Home Address Cont'd" (text box), "City" (text box with asterisk), "State" (dropdown menu with asterisk), "ZIP" (text box with asterisk), "Daytime Phone" (text box with asterisk), "Ext" (text box), "Evening Phone" (text box with asterisk), and "Date of Birth" (calendar icon with asterisk and "Why?" link). At the bottom is a "Continue" button.

Archdiocese of Baltimore Registration Instructions

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).

Please select the primary location where you work or volunteer.

Primary location: - Please select - **John Carroll (Bel Air)**

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.

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**.

This is the list of locations with which you are associated:

John Carroll School (Bel Air)

Do you work or volunteer in another location?

Select the role(s) that you serve within the Archdiocese of Baltimore and/or The John Carroll School. Use the **Title** space to provide:

volunteer interest/area (i.e., store, chaperone, etc.);
sport(s) being coached;
job title, department; or
contractor area.

Click **Continue** to proceed.

- Volunteer with Substantial Contact with Children
- Coach/Asst. Coach
- Employee
- Camp Staff
- Independent Contractor Must provide proof of fingerprinting & a clean State and FBI record.

Please answer the following two questions:

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

Do you drive as a part of your position/job?
(Employees and Coaches MUST select "YES")

Click **Continue** to proceed.

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

Yes No

Do you drive as a part of your position/job?

Yes No

Please answer the following three questions:

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

Have you been terminated from volunteer service or employment due to suspected child abuse?

Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

Click **Continue** to proceed.

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

Yes No

Have you been terminated from volunteer service or employment due to suspected child abuse?

Yes No

Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

Yes No

Please download or print the following documents. You may need to refer to them during your training. Once you've left this page you will not be able to return!

- **Code of Conduct for Church Personnel of the Archdiocese of Baltimore**
- **A Statement of Policy for the Protection of Children and Youth**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read and understand the documents" and enter your full name and today's date.

Click Continue to proceed.

Archdiocese of Baltimore

<p>Code of Conduct for Church Personnel of the Archdiocese of Baltimore</p> <p>Code of Conduct for Church Personnel of the Archdiocese of Baltimore</p>	<p>A Statement of Policy for the Protection of Children & Youth</p> <p>A Statement of Policy for the Protection of Children & Youth</p>
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I hereby represent that I have downloaded, read, and understand this document.

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

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

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

Please answer the ten questions presented to you. If you answer correctly, please proceed to the next.

If you receive an incorrect answer, please click on **Try Again**.

Click **Continue** to proceed.
(this is NOT the training!)

Archdiocese of Baltimore

Policy Questions

Please answer ALL the questions presented

The Code of Conduct for Church Personnel applies only to employees of the Archdiocese.

SELECT AN ANSWER:

True
 False

Please select the online session you wish to complete.

Click on **Complete Registration** to continue.

Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)
 Protecting God's Children for Adults (Online Training in Spanish)

Click on Complete ESR Background Check to be directed to the ESR background check secure website.

Thank you for completing the registration process.

You have registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account.

Please complete your background check with Employment Screening Resources (ESR).
By clicking on the link below, you will be directed to ESR's secure website.

[Complete ESR Background Check](#)

You will need to return to www.virtus.org if you log out prior to completing the online training session and re-enter your user id and password.

Please complete the steps within the background check process, which you will need your Social Security Number or International ID number & your current & prior full residential addresses for the past seven years where you lived, worked, or studied.

Scroll down the page, past the digital signature, to submit/begin the check! Once you close the ESRCheck screen, you will be taken automatically to the online training course.

English Español

Welcome to the ESRCheck Applicant Portal.




Archdiocese of Baltimore Registration Instructions

Click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate for your records, and you will always have the ability to log back into your account and access the certificate.

Online Training Courses

To begin your online training, please click the title of your assigned training:

 **Protecting God's Children® Online Awareness Session 3.0**
Assigned: 10/19/2017
Due: 11/02/2017

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.



The Screening Coordinator for The John Carroll School
may be reached at dteel@johncarroll.org.