

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

**NOTE:** if you previously had an account with **Virtus**, **please do not go any further and email [dhanna@dioceseaj.org](mailto:dhanna@dioceseaj.org) to get your old account reactivated.**

For new users to Virtus---- please click on the VIRTUS link to access the VIRTUS Registration page: [https://www.virtusonline.org/virtus/reg\\_2.cfm?orgtheme=0&=37531](https://www.virtusonline.org/virtus/reg_2.cfm?orgtheme=0&=37531)



**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, and 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](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).**

## Registration Instructions Diocese of Altoona-Johnstown

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.

**Do not select the location of your training session**  
(unless it falls into one of the categories above)

Primary location:

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:**

All Saints Catholic School (Cresson)

**Do you work or volunteer in another location?**

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.***

Please select the roles that you play within your diocese

Please check all that apply. You must select at least one role.

<input type="checkbox"/> <b>Candidate for ordination</b> <small>All individuals who are choosing for ordination as a priest for the diocese.</small>	<input type="checkbox"/> <b>Employee</b> <small>Full employees of a parish in the diocese.</small>
<input type="checkbox"/> <b>Deacon</b> <small>Ordained permanent Deacons.</small>	<input type="checkbox"/> <b>Priest</b>
<input type="checkbox"/> <b>Educator</b> <small>Paid Teacher in Catholic School System.</small>	<input type="checkbox"/> <b>Volunteer</b> <small>Any person who is not clergy and is not working a salary for ministry performed in a parish in the diocese.</small>

If you have a title within your diocese please enter it below.  
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

Please answer the 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


# Registration Instructions Diocese of Altoona-Johnstown

**Please** review the following and respond to each of the following documents.

## [Diocese of Altoona-Johnstown Policies for Youth Protection](#)

To proceed, please enter your full name and today's date, and **Confirm** by clicking on: "I've downloaded, read, and understand the Diocese of Altoona-Johnstown Policies for Youth Protection."

**Diocese of Altoona-Johnstown, PA**  
**Policies for Youth Protection**

  
Policies for Youth Protection

I hereby acknowledge that I have downloaded, read, and understand the attached document for the Policies for Youth Protection.

Please provide an electronic acknowledgement to confirm you have received the document above.

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

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

If you have **not** attended a **VIRTUS Protecting God's Children Online Session**, choose **NO**.

Otherwise, choose **YES**.

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

**Click** inside the circle to select the **Protecting God's Children Instructor-led or Online Training** you wish to complete.

[Click Complete Registration to proceed.](#)

Please select the session you wish to attend

Protecting God's Children for Adults  
Where: St Thomas School (Bedford)  
129 West Penn St  
When: Saturday, April 7, 2018  
9:00 AM  
Estimated length of session: 4 hrs 30 min  
Spaces remaining: 43 of 50  
Language: This session will be conducted in English  
Notes: Youth Protection 9 am-10:15 am Mandated Reporting 10:30 am-1:30 pm  
Wheelchair accessible: Yes  
Contact: Cindy O'Conner ((814) 695-5579 Ext 2621)

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Protecting God's Children for Adults (Online Training)

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

**Click** on **Begin National Background Check** to be directed to the Selection.com background check secure website, if required to complete a background check.

**NOTE:** *This national check **DOES NOT** replace a Pennsylvania Criminal, a Pennsylvania Child Abuse clearance check or the FBI fingerprint check.*

Thank you for registering with VIRTUS Online.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

**Your registration is not complete**

**You must complete a background check**

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

By clicking this button, you will be directed to their secure website called **Faithx™**.

You will be notified via email when your VIRTUS Online account is activated.

# Registration Instructions Diocese of Altoona-Johnstown

You are now within the **secure website** of **FASTRAX®**. Please click on **Enter Background Check Info** to proceed.

Please complete the following steps within the national background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

**NOTE:** This national check **DOES NOT** replace a **Pennsylvania Criminal, a Pennsylvania Child Abuse clearance check or the FBI fingerprint check**

If you registered for **online training**, you will be automatically taken to the online training course, after you complete and close the Fastrax screen.



Please read the Fair Credit Reporting Act and then click on **'I Agree'** to continue.



**Enter** the necessary fields referenced in red that have not yet been populated.

*Scroll down to proceed.*



**Review** your information provided, and please note that you can go 'Back' as needed.

**You** can request a copy of your background check by checking the box and providing an email address.

*Click **Submit Request**.*

The screenshot shows a registration form with the following sections:

- Applicant Information:** Includes fields for Name, Address, City, State, Zip, and Phone.
- Request for Background Check:** A section with a checkbox and text asking for a copy of the background check.
- Submit Request:** A prominent red button at the bottom right.

**Review** that your request has been submitted.

You can now **close** this screen.

The screenshot shows a confirmation screen from Fastrax with the following details:

- Header:** Fastrax logo and navigation tabs (Home, My Account, My Requests, My Profile, My Settings, My Documents, My Reports, My History, My Alerts, My Notifications, My Support, My Feedback).
- Message:** "YOUR REQUEST HAS BEEN SUCCESSFULLY SUBMITTED"
- Details:** Name: John Doe, Address: 123 Main St, City: Altoona, PA 16801.
- Buttons:** A blue "Close" button at the bottom left.

Your session has ended within Fastrax.

The screenshot shows a "Session Ended" message from Fastrax with a red background and a white border.

If you selected the **online training**, please click on the green circle to begin the Online Training

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

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

-  **Protecting God's Children® Online Awareness Session 3.0**  
Assigned: 08/08/2018  
Due: 08/20/2018

To contact the background check provider, **Selection.com**, please contact their helpdesk at **800-325-3609**.

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

**Thank you!**

