ARCHDIOCESE OF CHICAGO

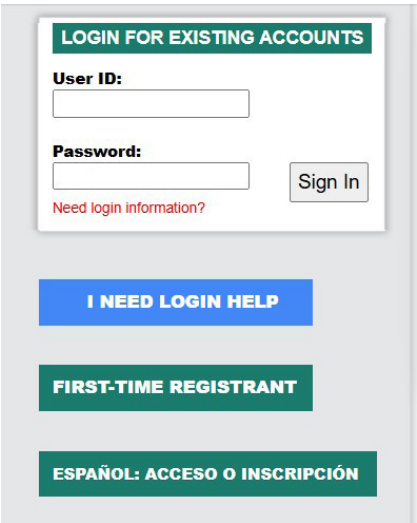
Office for the Protection of Children & Youth

VIRTUS REGISTRATION PROCESS FOR NEW REGISTRANTS

CREATING AN ACCOUNT

Please click on the following link to open this hyperlink:
virtusonline.org/virtus/reg_2.cfm?theme=0&org=18958

Or, click the green box labeled **FIRST-TIME REGISTRANT** or **ESPANOL: ACCESSO O INSCRIPCION** on the right side of the screen to begin registration.



Create your own User ID and Password that you can easily remember.

This is necessary for all accounts. This establishes your account with the VIRTUS System.

If your preferred User ID is already taken, please choose another ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

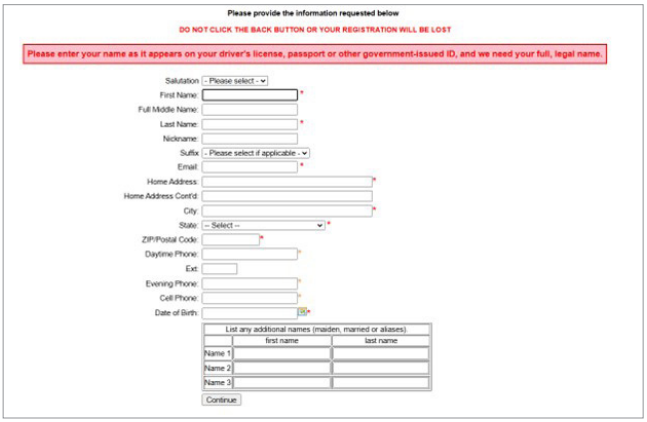


Provide all the information requested on the screen.

Several fields are required, such as: First, middle and last name **(please use full, legal name)**, email address, home address, city, state, ZIP, phone number, date of birth, and any additional names.

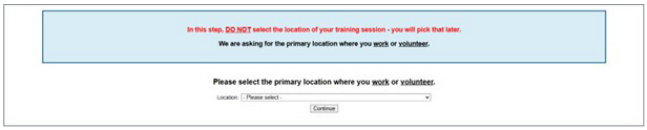
Note: Do not click the back button or your registration will be lost.

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 Safe Environment Coordinator to communicate with you.

Select the PRIMARY location with which you are associated by clicking the downward arrow and highlighting the location.



Note:
Please be mindful when choosing your location to be certain you choose whether you serve within a parish or school.

Next select all the role(s) that you perform at this location.

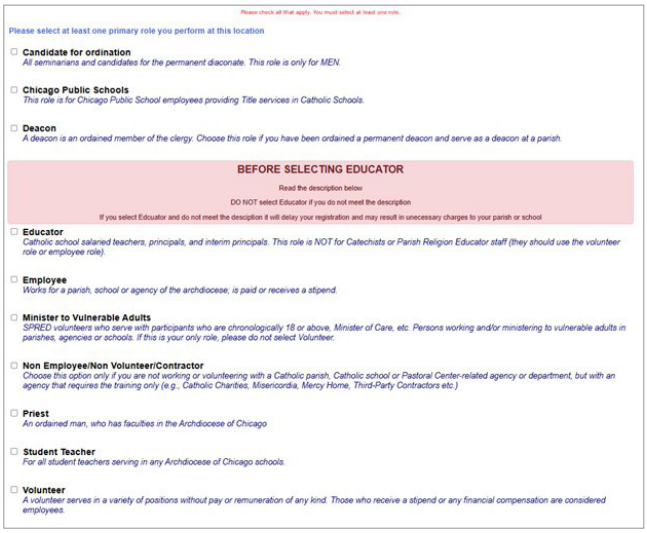
Note: Catechists should not select "Educator" as a role, as it will trigger fingerprinting requirement.

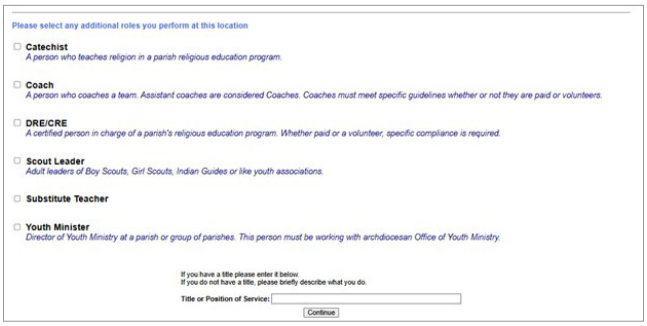
Note: Third-party contractors should select the "Non-Employee/Non-Volunteer/Contractor" role.

Note: Only employees of Chicago Public Schools who are providing title services in Catholic Schools should select the CPS role.

Please enter the title or function within your location.

Click **Continue** to proceed.

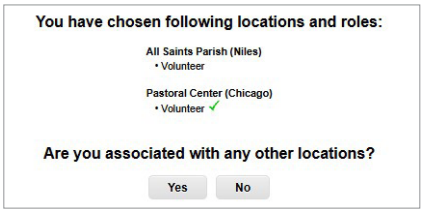




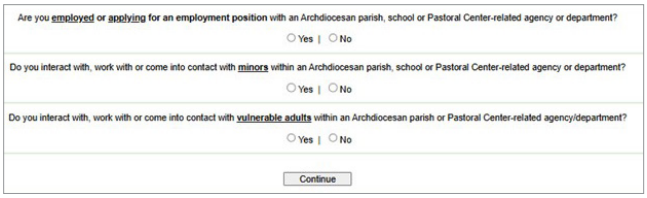
Your chosen location is displayed on the screen, along with the roles you selected. You may be associated with multiple locations, for example if you are employed by a school and you volunteer at a parish.

Select **YES** if you are associated with any additional locations.

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



Please read all the following three questions before answering:



Are you **employed** or **applying** for an employment position with an archdiocesan parish, school or Pastoral Center-related agency or department?

If employed, do you supervise employees?

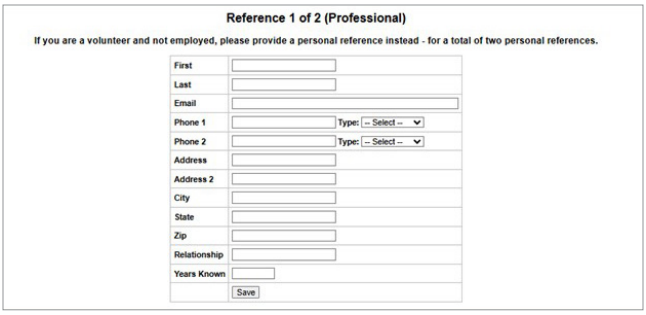
Do you interact with, work with or come into contact with minors within an archdiocesan parish, school or Pastoral Center-related agency or department?

Do you interact with, work with or come into contact with vulnerable adults within an archdiocesan parish or Pastoral Center-related agency/department?

Click **Continue** to proceed.

VOLUNTEER REFERENCE CHECKS

Two references are required for new volunteers. (Employee references are checked through HR process.)

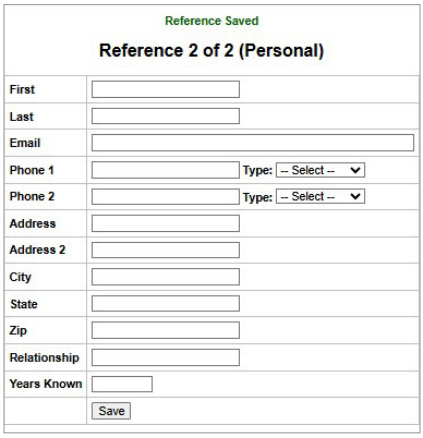


As a volunteer, please enter one professional reference and one personal reference. If you are not employed, please enter two personal references.

Click **Save** to proceed.

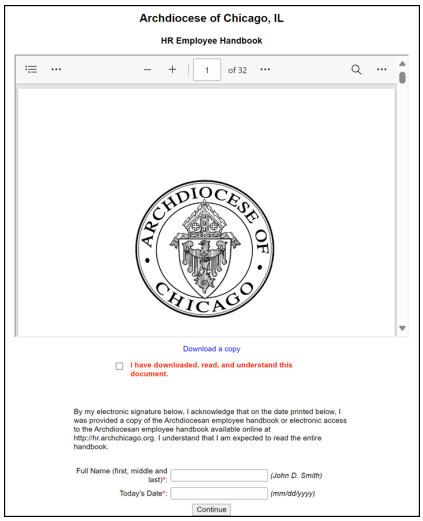
As a volunteer, please enter a personal reference.

Click **Save** to proceed.



HR EMPLOYEE HANDBOOK

This requirement is **only** for all employees and those priests who oversee employees, as part of the Sexual Harassment Prevention Training requirement.



As an **employee** or **priests who oversee employees**, please review the **Employee Handbook** and acknowledge:

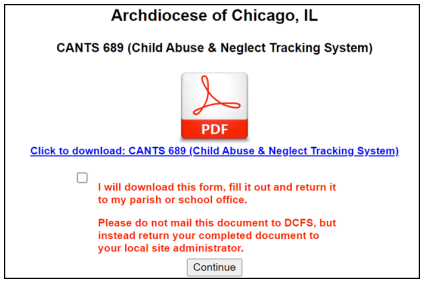
By my electronic signature below, I acknowledge that on the date printed below, I was provided a copy of the archdiocesan employee handbook or electronic access to the archdiocesan employee handbook available online at **hr.archchicago.org**. I understand that I am expected to read the entire handbook.

I further acknowledge that if I am unable to access the handbook online, I can contact the Human Resources department of the archdiocese at 312.534.5360 and request a hard copy of the handbook.

The Employee Handbook contains important information about the archdiocese, and I understand that I should consult the archdiocesan Human Resources department regarding any questions not answered in the handbook. Since the information, policies and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the archdiocese's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Furthermore, I understand that this handbook is not a contract of employment. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the archdiocese following any modifications to the handbook, I thereby accept and agree to such changes.

REQUIRED DOCUMENTS

Please review the following "Required Document" for clergy, employees and volunteers that serve with minors and respond:



CANTS (Child Abuse & Neglect Tracking System)

To proceed, please **Confirm** by checking the box:

I will download this form, fill it out and return it to my parish or school office.

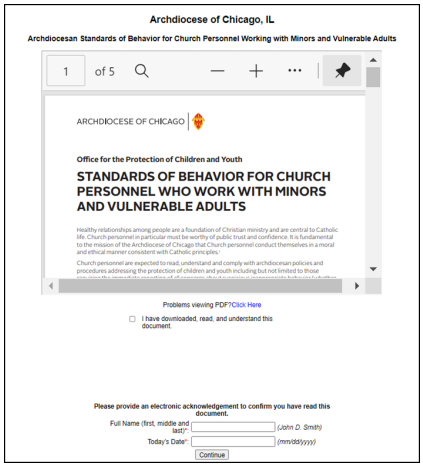
Please do not mail this document to DCFS, but please return it to your site administrator.

This is an annual requirement which is re-prompted on July 1st every year for all employees and volunteers who serve with children and/or youth.

Site Administrators are responsible for gathering completed CANTS forms, sending them to DCFS, and entering the dates that they were completed in each person's VIRTUS account under the "Required Documents" tab.

Please review the following "Required Document" for all clergy, employees and volunteers and respond:

Archdiocesan Standards of Behavior for Church Personnel Working with Minors and Vulnerable Adults (formerly Code of Conduct)



For the purposes of compliance, "Personnel" refers to clergy, employees and volunteers.

To proceed, please **Confirm** by checking the box:

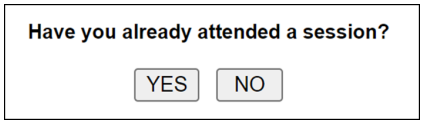
"I have downloaded, read, and understand this document"

Please provide an electronic signature to confirm you have read and agree to this document and enter your full name and today's date.

Click **Continue** to proceed.

As of July 2020, the Code of Conduct is an annual requirement for all clergy, employees and volunteers.

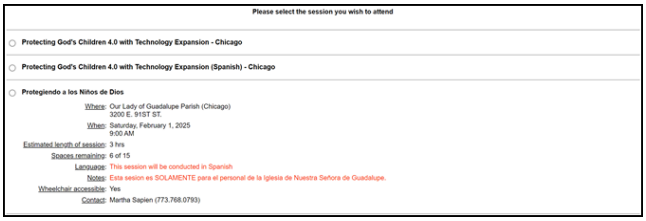
Have you already attended a Protecting God's Children awareness session?



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

Otherwise, choose **YES**.

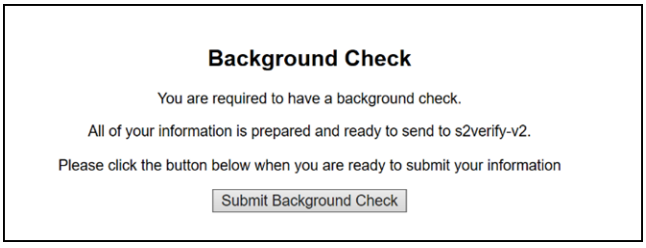
If you chose NO during the previous step, please select the online or in-person session to complete.



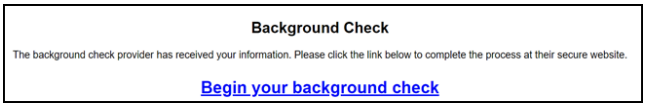
If you chose **YES** during the previous step, you are post-registering for a past session. You will be presented with a list of all past instructor-led VIRTUS sessions conducted in the **Archdiocese of Chicago**. Choose the session you attended by clicking the downward arrow and highlighting the session – then click **Complete Registration**.

BACKGROUND CHECK

Please click the **Submit Background Check** button to continue with the submission of your background check within S2Verify.

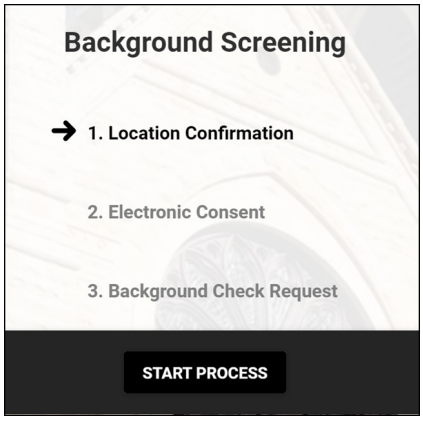


Please then click the link: Begin your background check. (You will submit your background check in the S2Verify System).



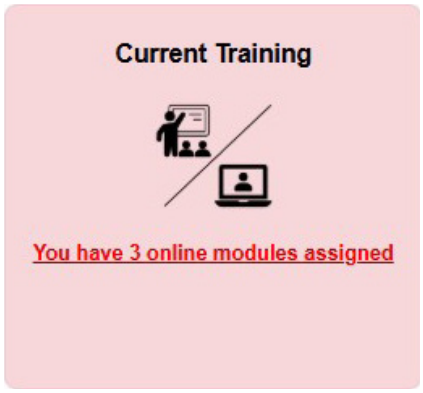
Users must follow all the prompts and links to enter a background check in the S2Verify System.

Within the S2Verify system, please start the background check process.

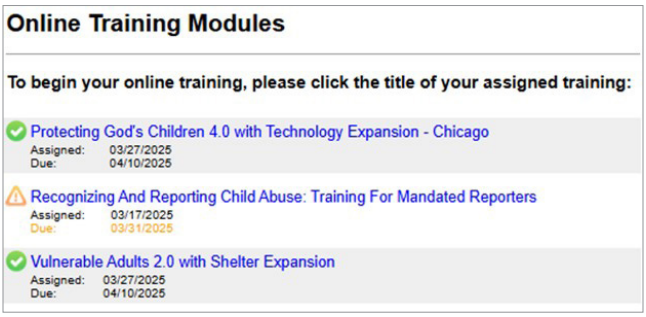


TRAINING

If you selected online training, you will be led to complete the online training course(s) based on the role chosen.



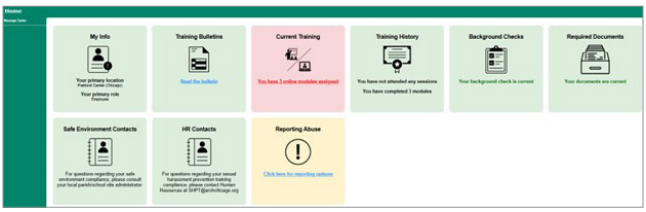
You will be presented with one or more of the following online training modules (see image).



CHECKING YOUR COMPLIANCE

If one of the category boxes on your Home page appears red, you must complete the missing item(s). When the missing items are complete, the category box will turn green.

If a box appears in red within the Home tab, please click to take action or update as needed.



COMPLETING REGISTRATION

Thank you for completing the registration process!