

ARCHDIOCESE OF BALTIMORE REGISTRATION INSTRUCTION

Volunteer with Substantial Contact with Children

Thank you for contributing the work of the Lord at HFC by volunteering in a ministry of organization. All employees and volunteers in the Archdiocese of Baltimore must complete the VIRTUS Online process. Thank you for taking the time to do it so that we can maintain a safe environment for our children and youth.

Questions about VIRTUS Online training? Contact the VIRTUS Help Desk at 1-888-847- 8870.

Questions about your background check submission? Contact the Archdiocese of Baltimore Office of Child and Youth Protection at 410-547-5348.

1. **REGISTER WITH VIRTUS** : All volunteers must register with VIRTUS Online. Click or type this link:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37349.

2. **CREATE A USER ID & PASSWORD:**

- **User ID** is case sensitive and should be at least 4 characters. It is easiest to use your email address of choice.
- **Password** must be at least 8 characters.

Keep this information in a safe place for future reference.

3. **CONTACT INFORMATION** Provide all the information requested on the screen.
Several fields are required, including:

First & Last Name	Home Address	Phone Number
Email Address	City, State, Zip Code	Date of Birth.

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

Click Continue to proceed.

4. **SELECT THE PRIMARY LOCATION:** Click downward arrow on your right and highlight Holy Family Randallstown. Then click to proceed.

5. **ADDITIONAL LOCATIONS:** If you are volunteering for another Archdiocesan location (e.g., parish, Catholic School), then select it by clicking the downward arrow on your right and highlight the additional location. Select YES if you need to add the additional location. Once you are finished, select NO to indicate that there are no more additional locations.

6. **SELECT ROLE OF VOLUNTEER WITH SUBSTANTIAL CONTACT WITH CHILDREN.** Please check anything else that applies. Click Continue to proceed.

7. **ANSWER THESE QUESTIONS:**

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

NOTE: A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese.

- *Do you require a driving record check as part of your service to the Archdiocese of Baltimore?*

Click Continue to proceed.

8. 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.

9. READ THESE DOCUMENTS AND SIGN THE STATEMENT

- *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 on Continue.

10. ANSWER 10 QUESTIONS ABOUT WHAT YOU HAVE READ

If you answer correctly, proceed to the next step.

11. REFERENCES ARE NEEDED: Submit three references. Click on Save to continue.

12. ONLINE SESSION: Select the online session you wish to complete. Click on Complete Registration to continue.

13. ESR BACKGROUND CHECK: Click on Complete ESR Background Check to be directed to the ESR background check secure website. Complete the steps within the background check process, for which you will need your Social Security Number or Tax ID number and your current and prior full residential addresses for the past seven years where you lived, worked, or studied. Once you submit your consent form in ESR, you will proceed to enter your information for the background screening. Once you close the ESRCheck screen, you will be taken automatically to the online training course.

14. ONLINE TRAINING: Click on the green circle to begin the Online Training.

Thank you and God bless you!

When you have finished, HFC Screening Coordinator, JoAnn Harvan-Chin, will receive a notification about it.