

# Diocese of Gary Registration Instructions

**Before or after** attending an instructor-led (live) session, all participants **must** register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=18536](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18536)

Or:

Go to <http://www.virtusonline.org>

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

Select the name of your organization **Gary - Diocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



**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 usernames.

Click **Continue** to proceed.

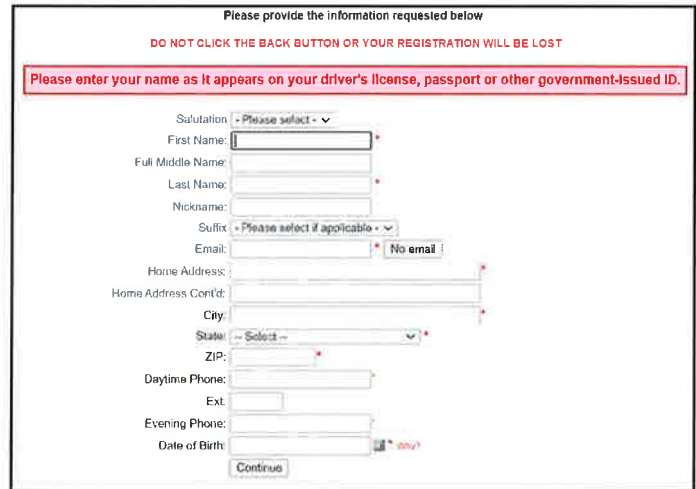


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

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

Click **Continue** to proceed.

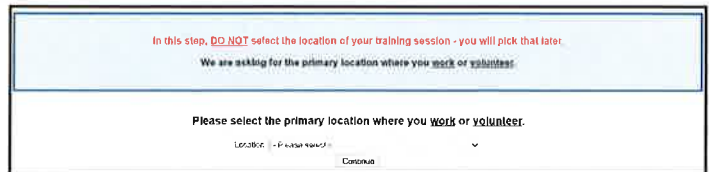
If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](mailto:mail.yahoo.com), or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).



**Select** the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

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).



Select the role(s) that you serve within the Diocese of Gary and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **Continue** to proceed.

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**.

**You have chosen following locations and roles:**

All Saints (Hammond)  
• Volunteer ✓

**Are you associated with any other locations?**

Yes No

Please answer the four questions.

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 of this archdiocese/diocese/religious organization?  
 Yes  
 No

Do you interact with, work with or come into contact with 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

Please review the following and respond:

➤ **Code of Conduct for the Diocese of Gary**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

**Diocese of Gary, IN**

**Practical Guidelines for a Safe Environment for our Youth**

Practical Guidelines for a Safe Environment for our Youth

I have downloaded, read, and understand these guidelines.

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)

Continue

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

Otherwise, choose **YES**.

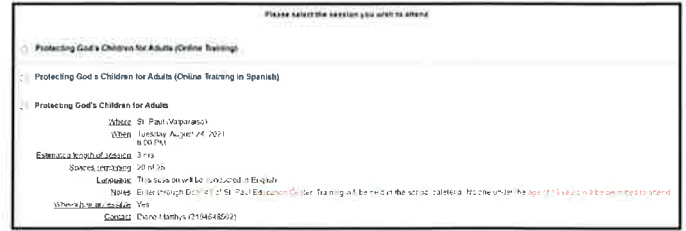
**Have you already attended a VIRTUS Protecting God's Children Session?**

YES NO

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children in-person** or **online** sessions scheduled for the **Diocese of Gary**.

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Continue**.

(If you chose **YES** during the previous step, you will be presented with a list of all in-person **VIRTUS** sessions conducted in the **Diocese of Gary**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Continue**.)



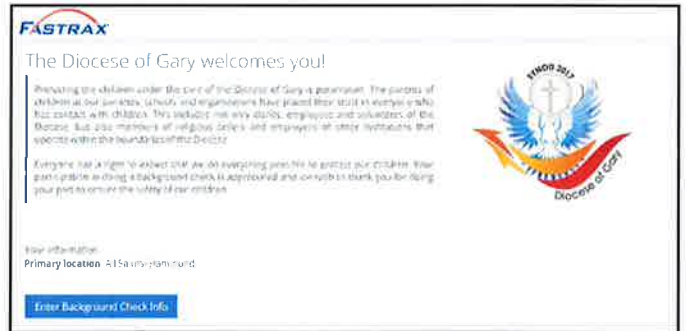
If you are required to complete a background check, please click on **Begin Background Check** to complete a background check on the **Selection.com** secure website.



Within the secure website of **FASTRAX®**, please click on **Enter Background Check Info** to proceed.

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

To contact the background check provider with any issues within **FASTRAX**, please contact the **Selection.com** helpdesk at 800-325-3609.



If you chose **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 can always 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: 08/04/2021  
Due: 08/18/2021

**Other Languages Available (You may change versions)**

Protecting God's Children® Online Awareness Session 3.0 (Spanish)

If you chose **in-person** training, you will receive an email of approval after you attend the training session.

If you have additional questions about **VIRTUS Online** training, please contact the **VIRTUS Help Desk** at 1-888-847-8870.



**Thank you for completing the registration process!**