

| Please click on this link to access the VIRTUS Registration page: https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=15497 Or: Go to www.virtus.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 Pittsburgh - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select. | FIRST-TIME REGISTRANT ESPAÑOL: ACCESO O INSCRIPCIÓN Image: Construction process. Image: Constrelevel process. Image |
|--|---|
| Please enter the access code provided by your Diocese, Parish, or School. To register as a new user with VIRTUS, you need a access code to proceed. If you do not have the code, contact your parish or school <u>Safe Environment</u> Site Administrator/Coordinator to obtain. Click Continue to proceed. | Please enter the access code provided. Click Continue to Proceed. Continue To register as a new user with VIRTUS, you need an access code to proceed. If you do not have the access code, contact your parish or school Safe Environment Site Administrator/Coordinator to obtain. |
| 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. | CATHOLIC DIOCESE OF DIDUCUES DUDUCES Please create a user id and password that you will use to access your account Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like "jamith" and "mjones" are also likely to already be in use. Set suggest using your full name (without spaces) or email address as they are more likely already in use. Create a User ID: Create a Password: Continue Vour 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. Your password must be at least 8 characters long. Important note about selecting passwords |
| Provide <u>all</u> the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and Gender. (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. If you cannot obtain an email address, enter: <u>noaddress@virtus.org</u> . | Please provide the information requested below DOT CLICK THE BACK BUTTON OR YOUR REDISTRATION WILL BE LOST Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name. Salutation 'Please select 'V' First Name: Last Name: Last Name: Emait 'Please select ' applicable · V Emait 'No email Home Address Conte: Coly: Select |



Г

٦

| Select the <u>PRIMARY</u> location where you work or volunteer by clicking the downward arrow and highlighting the location. Click Continue to proceed. <i>Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).</i> | In this step, <u>DO NOT</u> select the location of your training session - you will pick that later. We are asking for the primary location where you <u>work</u> or <u>volunteer</u> . Please select the primary location where you <u>work</u> or <u>volunteer</u> . Location: Please select - |
|--|---|
| Select the role(s) that you serve within the Diocese of Pittsburgh and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.) Please check <u>all</u> roles that apply. Click Continue to proceed. | Please select the primary location where you work or volunteer. Location: All Saints Parish (Pittsburgh/Etna) Please select at least one primary role you perform at this location Please select at least one primary role you perform at this location Candidate for ordination Seminarian or Deacon Candidate Central Administration Employee Deacon Educator Catholic School Teacher Parish Employee Parish Volunteer Preschool/Child Care Services Employee Priest School Employee School Employee School Volunteer School Volunteer School Volunteer School Volunteer School Volunteer School Volunteer School Volunteer School Volunteer Cochol Volunteer Cochol Volunteer Chool Volunteer Cochol Volunteer Chool Volunteer Cochol Volunteer Chool Volunteer Cochol Volunteer Preschool Volunteer Cochol Volunteer Chool Volunteer Cochol Volunteer It you have a title please enter it below: Continue |
| Your selected location(s) and role(s) are displayed on the screen. Select <u>YES</u> 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 <u>NO</u> . | You have chosen following locations and roles: Bishop Canevin High School (Pittsburgh) • School Volunteer ✓ Are you associated with any other locations? Yes No |



Diocese of Pittsburgh Registration Instructions for School Volunteer



ride an electro

ame (first, middle and last)*. Today's Date*:

ic acknowledgement to confirm you have rec the document above.

Continue

John D. Smith



٦

| You must complete a Child Abuse History Clearance . Please click to begin the Online Application or download the Paper Application. The Child Abuse History Clearance form will open in a new tab. Once you are finished with the Child Abuse History Clearance, close the tab only, DO NOT CLOSE THE BROWSER. There will be additional steps on this page after you complete the Child Abuse History Clearance | You must complete Child Abuse History Clearance Onlew Application Clear Is begin your, Child Hibby, Chearance attities Payer Application Clear Inter Source attities The Child Abuse History Clearance form will open in a new tab. Clearance form will open in a new tab. Once you are finished with the Child Abuse History Clearance, close the <u>tab.only</u> . DO NOT CLOSE THE BROWSER! There will be additional steps on this page after you complete the Child Abuse History Clearance |
|---|---|
| If you chose to begin the Online Application, please proceed by creating an account within the Child Welfare Portal. Please turn in the Clearance certificate to your Site Administrator. Once completed, please just close the tab. | WELCOME TO THE Child Welfare Portal Ur service provides a means for individuals to apply for PA Child Abuse History Clearance online and for mandated reporters to report child abuse in Pennsylvania. INDIVIDUAL LOGIN CREATE INDIVIDUAL ACCOUNT Organizations can manage PA Child Abuse History |
| If you chose to complete the Paper Application , please print, fill out, sign and provide to your Site Administrator. Please turn in the Application to your Site Administrator. Once completed, please just close the tab. | PENNSYLVANIA CHILD ABUSE HISTORY CERTIFICATION Type or print clearly in link. If obtaining this certification for non-volunteer purposes or if, as a volunteer having dired volunteer contact with children, you have obtained a certification free of churge within the previous 37 months, enclose an \$13.00 money order or check purgate to the PENNSYLVANIA DEPARTIENT OF HUMAN SERVICES or a purpose traintorization cob PON send cash. Certifications for the purpose of volunteer having direct volunteer contact with children 'may be obtained free of charge once every 37 months. Send to CHILDLINE AND ABUSE REGISTRY: A DEPARTIENT OF HUMAN SERVICES. PO. DOR X107 MARRISBURG, PA 11'06-B'RD. Advise dueStitows CALL 17'7-34-24'1, 07' (CHIL FREE) 14'77-14-24'2. |
| Please answer the following questions. Click on Continue . | Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position? Yes No Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult? Yes No |
| Please answer the following question. Click on Continue . | Have you lived in Pennsylvania for at least 10 consecutive years? Yes No Continue |



| If you selected Yes, please review the following Disclosure Statement Application for Volunteers and respond: Disclosure Statement Application for Volunteers To proceed, please Confirm by clicking on: "I will download, print and sign this document and then return it to my local safe environment coordinator." Click on Continue. | Diocese of Pittsburgh, PA Disclosure Statement Application for Volunteers Disclosure Statement Application for Volunteers Disclosure Statement Application for Volunteers Will download, print and sign this document and then return it to my local safe environment coordinator. |
|--|--|
| If you have not previously attended a Protecting God's Children Session within the Diocese of Pittsburgh, please select No . | Have you already attended a VIRTUS Protecting God's Children Session? |
| If you chose <u>NO</u> during the previous step, you will be presented with a list of upcoming VIRTUS <i>Protecting God's Children</i> sessions scheduled for the Diocese of Pittsburgh. Click on Continue. (If you chose <u>YES</u> during the previous step, you will be presented with a list of all instructor led VIRTUS sessions conducted in the Diocese of Pittsburgh. Choose the session you attended by clicking the downward arrow and highlighting the session then click 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) Continue |
| If presented with the screen, please click to begin your FBI Clearance. The FBI Clearance form will open in a new tab. Once you are finished with the FBI Clearance, close the tab only, DO NOT CLOSE THE BROWSER. There will be additional steps on this page after you complete the FBI Clearance. | You must complete an FBI Clearance BI Clearance Gods The down the down thought Bodow thought Create Americanow theory Create Americanow theory </td |
| Please click to schedule an appointment. | IdentoGO |
| Once completed, please just close the tab. | 1KG6Y3 - Pennsylvania PDE-Volunteer < Back to Home Schedule or Manage Appointment |



Diocese of Pittsburgh

Registration Instructions for School Volunteer

If presented with this screen, you must complete the Mandated Mandated Reporter Training Reporter Training. This training will take up to three hours. You are required to complete Mandated Reporter Training Please click the link below and create your account for the Mandated Reporter Training. Please click on the Online: Mandated Reporter Training link to Return to this tab before beginning the training - the training will take up to 3 hours. begin the process. **Online: Mandated Reporter Training** Please create an account to begin the training. Once completed, please just close the tab. About the Course Login Her Welcome to the Recognizing and R in Pennsylvania Online Training. Our technical support staff are available Monday through Friday from 8:00 AM to 4:00 PM EST at helpcps@pitt.edu. ou have not previously registered please click the "Don't have an left side of this page. is page. re to complete all fields accurately. In parti-certain PA Boards, you will need to enter a the PA Department of State, including you r your full name exactly as it appears on yo e. Enter your full name exactly as it appears on y ate of Birth and SSN as well.
efer to the frequently asked questions (FAQ) sect If you chose an online training, please click on the green Online Training Courses circle to begin the Online Training. To begin your online training, please click the title of your assigned training: Upon completion, the last screen will allow you to print a certificate, 👩 Protecting God's Children® Online Awareness Session 3.0 and you will always have the ability to log back into your account Assigned: 01/08/202 and access the certificate. Due: 01/22/2021 Other Languages Available (You may change versions) If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870 or Protecting God's Children® Online Awareness Session 3.0 (Spanish)

This information last revised February 2021

helpdesk@virtus.org. Thank you!