



IMMACULATE HEART of MARY SCHOOL

U. S. Department of Education Blue Ribbon School

The Archdiocese of Cincinnati Decree on Child Protection requires that all adults who intend to work or volunteer with children must do the following:

1. Attend a Virtus Training Session
2. Stay current on the monthly Virtus bulletins
3. Have a background check

Virtus Training Sessions:

Virtus training sessions are held at locations throughout Cincinnati. IHM parishioners can attend a training session at any location throughout the Archdiocese, just be sure to put IHM as your primary location. Attached are instructions on how to register on Virtus. Note that preregistration for a training session is required. The training session lasts about 3 hours.

Stay Current on Monthly Bulletins:

Once you take the Virtus training session you will be required to read a bulletin and answer a simple question each month, total time involved is less than 5 minutes. Monthly reminders are sent to the email that you indicated when you registered with Virtus so it is important if you change your email address that you update your Virtus profile. If you become 3 behind in the bulletins you will not be able to volunteer.

Have a Background Check:

All volunteers are required to have a proper background check. If you had a BCI fingerprint done in the last 5 years and you named IHM as a location you are OK until your fingerprint is 5 years old.

If you haven't had a BCI fingerprint done or your fingerprints are more than 5 years old you must do the selection.com online background check. You access the selection.com online background check through your Virtus account, instructions are below:

To complete the new online background check process

1. Logon to your Virtus account at virtus.org
2. Click on Toolbox
3. Click on selection.com Background Check
4. At the bottom of the Volunteer Information screen you will be asked for a credit card to pay the \$25 fee. Leave the Fast Trax Token box blank. Parishioners may request reimbursement, at the Parish's expense, by submitting a copy of the receipt from selection.com to the Parish Office. However, if you are willing to cover this expense on your own, it will be most appreciated.

Once you have completed your selection.com background check you will not have to update your background check any more. Selection.com reruns the database every 90 days to ensure that we have current information on all our volunteers. This background check is good for all Archdiocese of Cincinnati locations!

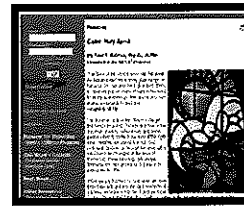
If you have any questions call Joan Cardone at the parish office at 388-4084.

Registration Instructions

Before or after attending a live session of Protecting God's Children (but not both), all participants must register with VIRTUS Online.

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

On the left side of the screen, click the yellow link labeled **Registration**, to begin registration.



To proceed, click on **Begin the registration process**.

(If you do not know which session you wish to attend, select **View a list of sessions**.)



Choose the name of your organization: **(Cincinnati (OH), Archdiocese)** from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is selected, click **Select**.

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

Create a User ID and a Password you can easily remember. This is necessary for all participants. This establishes your account within your diocese and 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.

Please create a user ID and password that you will use to access your account

Create a User ID:
 Create a Password:

Your user ID is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. If email addresses are ok, your user ID must be at least 4 characters long.
Your password must be at least 4 characters long.

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, Phone Number, Last 4 digits of SSN, Date of Birth – and any Aliases, Maiden Names or previous Marriage Names.

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 VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.*

Please provide the information requested below

First Name:
 Middle Name:
 Last Name:
 Email:
 Home Address:
 City:
 State:
 Zip:
 Current Phone:
 Fax:
 Emergency Contact:
 Last 4 digits of SSN:
 Date of Birth:

Background Check Information
 I hereby attest, under penalty of perjury, that the information provided is true and correct.
 Alias 1:
 Alias 2:
 Alias 3:

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, volunteer or worship

Do not select the location of your training session
(create a file in one of the categories box)

Primary location: - Please select -

If you are associated with multiple locations, please choose the primary (work) location first. Then, add the additional locations to which you volunteer or worship.

Your selected locations 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:

ANNUNCIATION CHURCH (CINCINNATI)

Do you work, volunteer or worship in another location?

Registration Instructions

Select the role(s) that you serve within your diocese and/or parish. (Use the descriptions supplied for each role, to help determine the appropriate role(s) to select.)

Please check **all** roles that apply.

Additionally, please enter your title in the box provided (which best describes your role(s) -- i.e. Business Manager, CCD/PSR volunteer, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed.

Please select the roles that you play within your diocese.

Employee (Parish/Pastorally)
Those who are employed by the parish, school or institution and are NOT members of the Archdiocese of Cincinnati are eligible. Candidates include: Administrative, Clerical, and other staff. For a complete list of roles, please refer to the VIRTUS Online Registration Guide.

Employee (Diocesan/Pastorally)
Those who are employed by the Archdiocese of Cincinnati are eligible. Candidates include: Administrative, Clerical, and other staff. For a complete list of roles, please refer to the VIRTUS Online Registration Guide.

Volunteer
Anyone who volunteers their time for the Archdiocese of Cincinnati is eligible. Candidates include: CCD/PSR volunteer, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc.

Priest
Anyone who is a priest of the Archdiocese of Cincinnati is eligible. Candidates include: Priest, Bishop, etc.

Deacon
Candidates must be a member of the Archdiocese of Cincinnati and be a deacon. Candidates include: Deacon, etc.

Candidate for Ordination
Candidates must be a member of the Archdiocese of Cincinnati and be a candidate for ordination. Candidates include: Candidate for Ordination, etc.

Religious
Candidates must be a member of the Archdiocese of Cincinnati and be a religious. Candidates include: Religious, etc.

Other
Candidates must be a member of the Archdiocese of Cincinnati and be in another role. Candidates include: Other, etc.

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 Position

Answer three YES/NO questions. Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

Yes

No

All registrants must read the **Child Protection Decree**.

Download the **Child Protection Decree**, by clicking the **PDF** icon. Once download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, click on:
I have downloaded and read the Child Protection Decree and agree to its requirements

Archdiocese of Cincinnati
Child Protection Decree

Child Protection Decree

Child Protection Decree, Spanish

Child Protection Decree, Russian

I have downloaded and read the Child Protection Decree and agree to its requirements.

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

Otherwise choose **YES**.

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

If you chose **NO** during the previous step, you will be presented with a list of upcoming VIRTUS Protecting God's Children sessions scheduled for the **Archdiocese of Cincinnati**.

When you find the "live" session you wish to attend, click the circle next to the title for that date. Click **OK** to complete your registration.

(If you chose **YES** during the previous step, **skip** this step.)

Protecting God's Children for Adults

When: ALL SAINTS CATHEDRAL
8333 MONTGOMERY ROAD
Friday, April 20, 2012
8:00 AM

Estimated Session Length: 1 1/2 hrs
Session Language: English
Language: This session will be conducted in English (ENGLISH)

Protecting God's Children for Adults

When: SACRAMENTAL OFFICE, CINCINNATI
100 EAST EXHIBIT STREET
Monday, April 30, 2012
8:00 AM

Estimated Session Length: 1 1/2 hrs
Session Language: Spanish
Language: This session will be conducted in English (ENGLISH)

If you chose **YES**, you will be presented with a list of all VIRTUS sessions that have been held in the Archdiocese of Cincinnati (starting June 2012). Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

Please select the session you attended

-- Please select --

A message will appear on your screen confirming completion of the registration process. If you correctly entered your email address during the process, you will receive an email confirming your registration.

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

Thank you for completing the registration process.

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.

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