

Diocese of Wheeling-Charleston Registration Instructions

Please register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

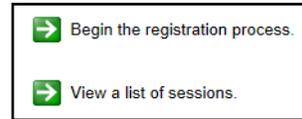
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18604

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



Please select your Archdiocese/Diocese/Religious Organization from the list below:
- Select your organization -----> [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.

DIocese of Wheeling-Charleston

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 'smith' and 'mjohns' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

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. 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 **all** 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 any Additional Names.

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

Click **Continue** to proceed.

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION 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 -

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix: - Please select if applicable -

Email:

Home Address:

Home Address Confid:

City:

State: -- Select --

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: Why?

List any additional names (maiden, married or aliases)		
	first name	last name
Name 1	<input type="text"/>	<input type="text"/>
Name 2	<input type="text"/>	<input type="text"/>
Name 3	<input type="text"/>	<input type="text"/>

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

Click **Continue** to proceed.

In this step, DO NOT select the location of your training session - you will pick that later.

We are asking for the primary location where you **work** or **volunteer**.

Please select the primary location where you **work** or **volunteer**.

Location: - Please select -

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Your selected location(s) are displayed on the screen.

Please select the roles you perform at this location and enter a brief description of your title or position.

Select **Continue** to proceed.

Please select the primary location where you work or volunteer.

Location:

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

- Employee**
An employee is defined as a person who performs regular work or service and is paid by the Diocese or a Diocesan-entity (Parish, Catholic School, Pastoral Center, Catholic Charities, or any other Diocesan-related location or program, etc.)
- Volunteer**
A volunteer is defined as a person who performs a regular or occasional service at no charge to the Diocese or Diocesan-entity (Parish, Catholic School, Pastoral Center, Catholic Charities, or any other Diocesan-related location or program, etc.).
- Priest**
- Deacon**
- Candidate for ordination**
- Catholic School Educator**
A Catholic School Educator is a person employed as a principal, teacher, or aide in a Catholic School within the Diocese of Wheeling-Charleston. Please note: those who teach catechists as part of parish schools of religion are NOT considered educators. Only those who are principals, teachers, or aides in Catholic Schools within the Diocese of Wheeling-Charleston should select this option.

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

If you have additional locations, please click **Yes**. If not additional locations, please click **No**.

You have chosen following locations and roles:

All Saints School (Moundsville)

- Volunteer ✓

Are you associated with any other locations?

Please answer the four questions.

Click on **Continue**.

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

Please review the Diocese of Wheeling-Charleston's Reporting Statute Acknowledgement.

Click *I have downloaded, read, and understand the document*, and electronically acknowledge and click **Continue**.

Diocese of Wheeling-Charleston, West Virginia
Reporting Statute Acknowledgement

ACKNOWLEDGMENT OF ABUSE AND NEGLECT REPORTING REQUIREMENTS

Due to recent changes in the child abuse reporting requirements under West Virginia law, the timeline for reporting has been reduced to 24 hours and there is a new requirement for written acknowledgment of receipt of the new reporting requirements of the statute. This acknowledgment is intended to provide that notice and document such acknowledgment. Under West Virginia law:

(a) Any medical, dental, or mental health professional, Christian Science practitioner, religious leader, school teacher or other school personnel, social service worker, child care or foster care worker, emergency medical services personnel, peace officer or law enforcement official, human effort, member of the clergy, court clerk, family court judge, employee of the Division of Juvenile Services, magistrate, youth center administrator or counselor, employee, coach or volunteer of an entity that provides organized activities for children, or commercial film or photographic print processor who has reasonable cause to suspect that a child is neglected or abused, including sexual abuse or sexual assault, or otherwise the child being subjected to conditions that are likely to result in abuse or neglect shall immediately, and not more than 24 hours after suspecting the abuse or neglect, report the circumstances to the Department of Health and Human Resources. In any case where the reporter believes that the child suffered serious physical abuse or sexual abuse or sexual assault, the reporter shall also immediately report to the State Police and any law enforcement agency having jurisdiction to investigate the complaint. Any person required to report under this article who is a member of the staff or volunteer of a public or private institution, school, entity that provides organized activities for children, facility, or agency shall also immediately notify the person in charge of the institution, school, entity that provides organized activities for children, facility, or agency, or a designated agent thereof, who may supplement the report or cause an additional report to be made.

I have downloaded, read, and understand this document.

Please provide an electronic acknowledgement to confirm you have received the document above.

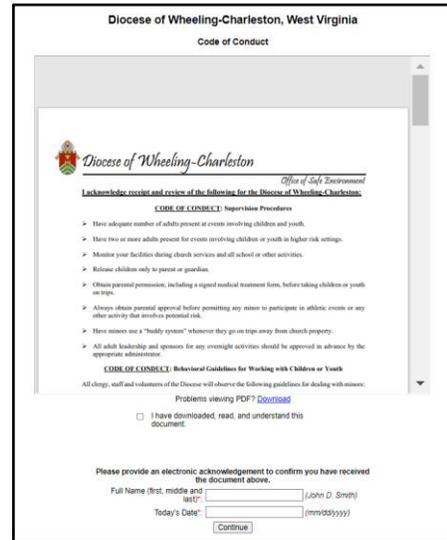
Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

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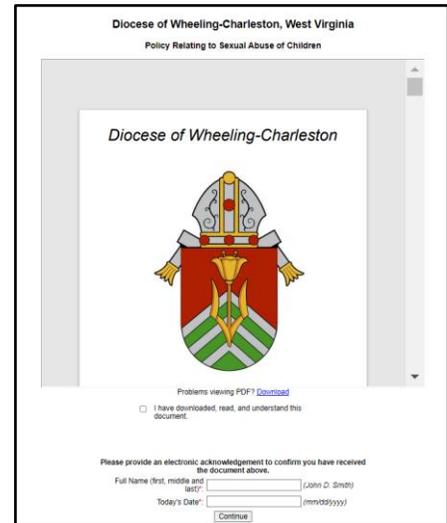
Please review the Diocese of Wheeling-Charleston's Code of Conduct.

Click *I have downloaded, read, and understand the document*, and electronically acknowledge and click **Continue**.



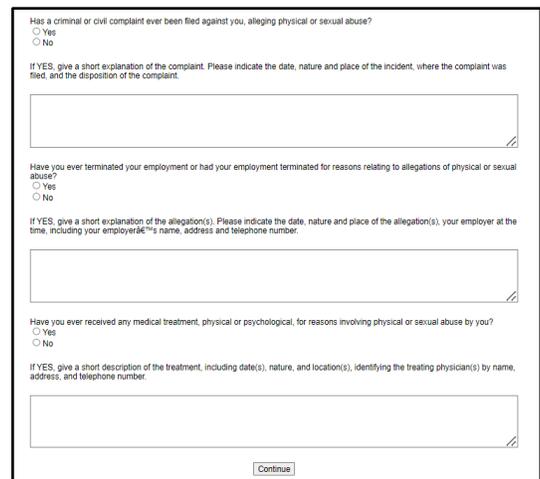
Please review the Diocese of Wheeling-Charleston's Policy Relating to Sexual Abuse of Children.

Click *I have downloaded, read, and understand the document*, and electronically acknowledge and click **Continue**.



Please review the three questions and respond with a short explanation if answering Yes to any of the questions presented.

Click on **Continue**.



Diocese of Wheeling-Charleston Registration Instructions

Please select whether you have already attended a Protecting God's Children Awareness Session.

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

If you chose **NO** during the previous step, please select the session you wish to attend.

Click on **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)

If presented with the background check screen as a **Volunteer**, please click on **Submit Background Check** on the screen to be directed to **Screening One's** background check website.

Thank you for creating your account with VIRTUS Online.

[You must click here to complete your background check with ScreeningOne.](#)

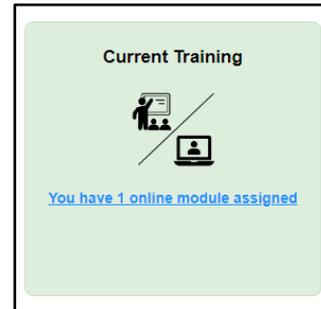
Please note that your registration is not complete until you submit your background check.

Click on You have 1 online module assigned and then 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.

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

Thank you!



Online Training Courses

To begin your online training, please click the title of your assigned training:

- Protecting God's Children® Online Awareness Session 4.0**
Assigned: 04/07/2022
Due: 04/21/2022

Other Languages Available (You may change versions)

Change to: Protecting God's Children® Online Awareness Session 4.0 (Español)