

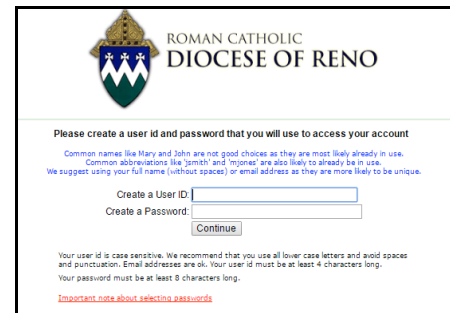
Before completing **Protecting God's Children** training, all participants **must** first register with **VIRTUS Online**.

VIRTUS Registration: https://www.virtusonline.org/virtus/reg_2_cfm?theme=0&org=19150

Go to the Diocesan website at <http://www.renodiocese.org/>, click on the Safety tab, and then scroll down and click on the VIRTUS Registration link:

https://www.virtusonline.org/virtus/reg_2_cfm?theme=0&org=19150 and click on the VIRTUS link to access the VIRTUS Registration page.

Create a user ID and a 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 user names.



ROMAN CATHOLIC
DIOCESE OF RENO

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 'mrs' 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](#)

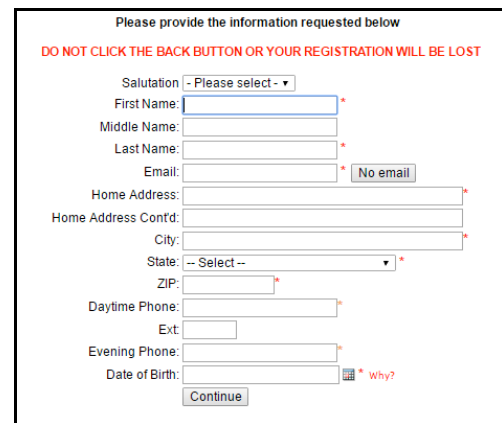
Click **Continue** to proceed.

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 Four Digits of SSN, 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, 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

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Contd:

City:

State:

ZIP:

Daytime Phone:

Ext:

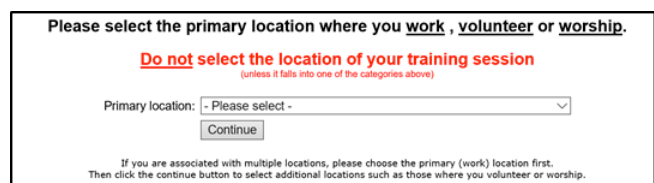
Evening Phone:

Date of Birth:

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
(unless it falls into one of the categories above)

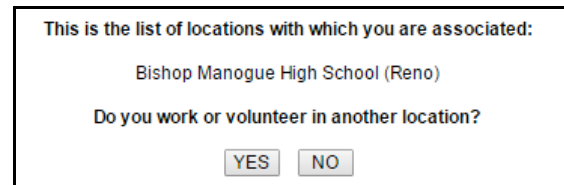
Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

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**.



This is the list of locations with which you are associated:

Bishop Manogue High School (Reno)

Do you work or volunteer in another location?

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

Registration Instructions Diocese of Reno

Click **Continue** to proceed.

Please select the roles that you play within your diocese
Please check all that apply. You must select at least one role.

<input type="checkbox"/> Candidate for ordination	<input type="checkbox"/> Employee (Parish/Parochial)
<input type="checkbox"/> Deacon	<input type="checkbox"/> Parent
<input type="checkbox"/> Educator	<input type="checkbox"/> Priest
<input type="checkbox"/> Employee (Diocesan/Eparchial)	<input type="checkbox"/> Volunteer

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 function:

Please select any additional roles that you are associated with in the diocese, parish or school.

Click **Continue** to proceed.

Please select any **additional** roles that you play within your diocese
Please check all that apply.

<input type="checkbox"/> Catechist	<input type="checkbox"/> Parishes
<input type="checkbox"/> Coach	<input type="checkbox"/> Seminarian

Please answer the three questions presented.

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 and/or 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

All registrants must please read the **Diocese of Reno, Code of Conduct**.


Download the **Code of Conduct** by clicking the **PDF** icon. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

Diocese of Reno, NV

Policy on Sexual Misconduct - Diocese of Reno



Policy on Sexual Misconduct - Diocese of Reno

The undersigned hereby acknowledges receipt on the date written below of a copy of the Policy on Sexual Misconduct promulgated by the Diocese of Reno, revised as of October 27, 2016. I acknowledge that if any questions are raised when I read this policy, I will contact the Diocesan Personnel Administrator. I furthermore agree to conduct myself in accordance with said policy.

Please provide an electronic signature to confirm you have read the Diocese of Reno Policy on Sexual Misconduct:

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

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

Please answer Yes or No to:

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

Have you already attended a VIRTUS 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 instructor-led sessions scheduled for the **Diocese of Reno**.

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

If you chose **YES**, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Reno**.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

- Protecting God's Children for Adults
 Where: Our Lady of the Snows (Parish Center, 1200 S. Arlington Ave.) (Reno)
 1200 S. Arlington Ave.
 When: Thursday, April 6, 2017
 6:00 PM
 Estimated length of session: 3 hrs
 Spaces remaining: 18 of 30
 Language: This session will be conducted in English
 Notes: Parish Center, 1200 S. Arlington Ave.

- Protegiendo a los Niños de Dios
 Where: St. Therese Little Flower Parish (Reno)
 875 E. Plumb Lane
 When: Wednesday, April 12, 2017
 6:00 PM
 Estimated length of session: 3 hrs
 Spaces remaining: unlimited
 Language: This session will be conducted in Spanish
 Wheelchair accessible: Yes

Your registration is almost complete, with one final step.

Click on **Begin Background Check** to be directed to the Selection.com background check secure website, **TRAK-1**.

You registration is almost complete.
One final step...

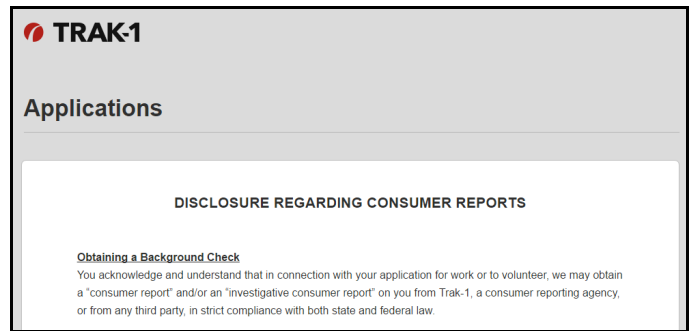
As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Trak-1 to perform our background checks.

Please complete your background check with Trak-1. By clicking on the link below, you will be directed to Trak-1's secure website.

[*** Complete Trak-1 Background Check ***](#)

You are now within the secure website of **TRAK-1**. Please click on **Enter Background Check** Info to proceed. Once completed, you can close your browser. If you have any issues with the background check submission, please contact **TRAK-1** at consumerquestions@trak-1 or call **800-600-8999**.

You will receive a confirmation email with regard to your upcoming instructor-led Protecting God's Children Training session.



TRAK-1
Applications

DISCLOSURE REGARDING CONSUMER REPORTS

Obtaining a Background Check
You acknowledge and understand that in connection with your application for work or to volunteer, we may obtain a "consumer report" and/or an "investigative consumer report" on you from Trak-1, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

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

Thank you!

