

VIRTUS® *Protecting God's Children for Adults*
Training
Registration Instructions

Note – examples are used in this presentation for an individual's location and description of what that individual does as an employee or volunteer.

Please do NOT use the choices in this tutorial for your input, unless those choices apply to you, too.

The last input will be your background check authorization. Security encryptions will not allow the capture of input data if a hand-held browser is used (Ipad, tablet, phone) for registration. You will be given other options for submitting the background check authorization from your local Safe Environment Coordinator.

Thank you!

Go to the website www.virtusonline.org, and click the “First-Time Registrant” button

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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 **VIRTUS**[®]Online



[Home](#) [About Us](#) [Services / Programs](#) [Resources](#) [Reporting Child Abuse](#) [Contact Information](#) [Help / FAQs](#)

LOGIN FOR EXISTING ACCOUNTS

User ID:

Password:

Sign In

[Need login information?](#)

I NEED LOGIN HELP

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

STOPit! Partnership



VIRTUS[®] Online Training / Tracking Platform

Protecting God's Children[®] for Adults

Teaching Safety - Empowering God's Children[™]

Protecting All Children[™] for Adults

Pathways[™] for Religious Orders

5 Keys to Monitoring Kids Online Activity



Monitoring and guiding kids' online activity is so important! Here are five areas to consider. [Read More](#)



Human trafficking is more common and more pervasive than anyone likes to think. Understanding the reality and spreading awareness is an important first step to combatting this crime.

[Read More](#)



To accompany someone who has suffered abuse is not an easy path. Our abiding presence is what assists them to wholeness again, and it isn't a walk for the faint of heart.

[Read More](#)

What is Your Opinion?

Do you use a filter or monitoring software at home?

- Yes, on all our devices
- Yes, on some devices
- No
- I'm not sure.
- I don't have kids at home to monitor.

Submit Vote!

Choose “Begin the registration process”

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[→ Begin the registration process.](#)

[→ View a list of sessions.](#)

Next, scroll to find the location “Savannah, GA (Diocese)” and select this location

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

Savannah, GA (Diocese)

Let us know if you have ever registered in the past. You may already have a record established that has been made “inactive” but can be “reactivated.” In this instance, please exit the registration and contact jaltmeyer@diosav.org or Joan Altmeyer (912) 201-4074.

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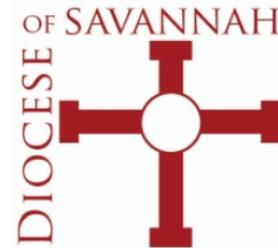
Have you previously registered with VIRTUS Online?

These instructions continue with a first-time registration.
It's time to create a unique User ID and Password.

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If you already have a VIRTUS Account, you may reset your password or recover your user ID here: [RECOVER ACCOUNT](#)
or you may contact the Helpdesk at helpdesk@virtus.org or 888-847-8870.



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 'jsmith' and 'mjones' 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](#)

Please input your demographic information. This information will be transferred to the background check site, so accuracy is required.

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Please provide the information requested below

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:

First Name: *

Full Middle Name:

Last Name: *

Nickname:

Suffix:

Email: *

Home Address: *

Home Address Cont'd:

City: *

State: *

ZIP/Postal Code: *

Daytime Phone: *

Ext:

Evening Phone: *

Date of Birth: *

* Required field

* One field in this group is required

Next, for your location, please list the location that is requiring you to attend training. Please choose carefully, as many locations share the same name. Make sure you have the correct city, and if there is both a church and a school, you have chosen the correct place. Check off a role, then scroll down. Note – parent/family participants at schools should choose ‘Volunteer.’

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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: Catholic Pastoral Center (Savannah) ▼

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 (Parish/Parochial)**
This role is for anyone who is a part or full time paid employee of a parish or school in the Diocese of Savannah
- Employee (Diocesan/Eparchial)**
This role is for anyone who is a part or full time paid employee of the Diocese of Savannah who does NOT work at a parish or school
- Volunteer**
This role is for those who provide help in our churches and school and do NOT get paid.
- Priest**
Ordained clergy, currently on assignment or retired
- Deacon**
This role is for any man who has been ordained to the Permanent Diaconate

A number of other roles can be chosen – please only check the roles for the location you’ve listed. At the bottom, please describe what you will be doing at that location and click “Continue”

- St. Elizabeth of Hungary Secular Franciscans**
- St. Vincent DePaul Society**
- Substitute Teacher - Parochial Schools**
- Summer Camp Employee - Temp**
- USHER**
- VACATION BIBLE SCHOOL**
- Welcome Ministry**
This ministry provides information about joining the Catholic Church, or reached out to welcome new parishioners.
- YOUTH MINISTRY AIDE**
- YOUTH MINISTRY DIRECTOR**
- Youth Leadership Organization - Leadership Role**
Boy Scouts of American, Girl Scouts USA, American Heritage Girls, Trail Life USA, Adventure Crew, Etc.
- Parent**

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 work or volunteer at another Diocese of Savannah location, please click 'Yes' to repeat the process; otherwise, 'No' for the next steps. We do NOT need you to list the Church you are registered at/worship at UNLESS you actively volunteer there.

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You have chosen following locations and roles:

Catholic Pastoral Center (Savannah)

• Volunteer ✓

Are you associated with any other locations?

Yes

No

If you are a CATAPULT Learning Contractor, click 'Yes.'
Everyone else, click 'No.'

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Are you employed by CATAPULT Learning?

- Yes
- No

Continue

If you will be paid full time/part time/stipened by the location you chose, please click 'Yes.' Everyone else, click 'No.'

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Are you employed full or part time by the Diocese of Savannah or for one of its churches or schools?

Yes No

[Continue](#)

The “Ministerial Code of Conduct” is one of the requirements for Safe Environments in our Diocese. Please click the .pdf Icon to open the “Code” to read, then check off the box and apply your electronic signature as indicated.

Diocese of Savannah, GA
Ministerial Code of Conduct

Ministerial Code of Conduct Revised 28 April 2023

To foster and maintain an atmosphere of trust and safety in its ministry to minors, the Diocese of Savannah has established a Ministerial Code of Conduct. The Diocese expects all Church personnel to maintain high standards of professional, ministerial, and moral behavior.

A. DEFINITIONS

1. A minor is defined as anyone under the age of 18. For the purposes of these standards, the term “minors” also includes adults who would be considered uniquely vulnerable to abuse.
2. Physical abuse is non-accidental injury intentionally inflicted on a minor or vulnerable adult.
3. Sexual abuse is any contact of a sexual nature that occurs between a minor and an adult. This includes any activity that is meant to arouse or gratify the sexual desires of either the adult or minor. Abuse of minors is contrary to both the teachings of the Church and behavior expected of Church personnel and is never permissible. Church personnel have a responsibility to actively protect minors from all forms of abuse.
4. Child sexual abuse material (i.e., child pornography) refers to any media content that depicts sexually explicit activities involving a minor. The content may include either a depiction of any private body part of a minor, or physical sexual activity.
5. Church personnel are defined as any persons – lay, religious or clergy – who are employed by or who volunteer for a diocesan agency or parish.

B. GENERAL GUIDELINES

The following guidelines are intended to assist Church personnel in making decisions about interactions with minors in Church-sponsored and affiliated programs. For clarification of any guideline or any inquiry about behaviors not addressed here, one’s immediate supervisor should be contacted. These guidelines do not supersede state law or Division of Family & Children Services (DFACS) requirements. Any violation of the following guidelines can lead to dismissal from employment or volunteer ministry.

1. Ministry to minors within the Church is at the service of the parents who have the first responsibility to care for and educate their children. Therefore, activities with minors are to be conducted with the explicit knowledge and consent of parents or legal guardians.

Problems viewing PDF? [Download](#)

I have downloaded, read, and understand the Code of Conduct for the Diocese of Savannah.

Please provide an electronic acknowledgement to confirm you have read the above documents and completed the Diocese of Savannah Code of Conduct:

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

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

The “Policy on Prevention of Sexual Abuse of Minors” is another one of the requirements for Safe Environments in our Diocese. Please click the .pdf Icon to open the “Policy” to read, then check off the box and apply your electronic signature as indicated.

Diocese of Savannah, GA

Policy on Prevention of Sexual Abuse of Minors

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Policy on Prevention of Sexual Abuse of Minors Revised 28 April 2023

PREAMBLE

As Christians, we know that God’s image in each person and God’s call to holiness form the basis for human dignity. Our duty is to protect this human dignity, especially in the most vulnerable among us, our children. It is essential that they find a safe environment in our homes, in our schools, in our worship communities, and in the general community. Sexual abuse of a minor is a sin and a criminal act, which causes enormous pain, anger, and confusion. In order to protect the children and young people of the Diocese of Savannah from such abuse on the part of personnel acting in the name of the diocese, this policy addresses the need for prevention, reporting, and investigation of allegations of sexual abuse of minors. It endeavors to provide a means of outreach to those who have been abused and the communities who are harmed by the abuse.

PREVENTION

Diocesan efforts for prevention will focus on screening and education.

REPORTING

Anyone sexually abused as a minor or who knows about a case of sexual abuse of a minor must immediately report it to the civil authorities. When such sexual abuse has been committed by a cleric, religious, seminarian, diocesan or parish employee, or a diocesan or parish volunteer, it also should be reported to the Bishop of Savannah through the Victims Assistance Hotline at 888-357-5330. Reporting can be made at any hour of the day. In the state of Georgia, persons who, in good faith, report incidents of suspected or known child abuse are exempted from civil or criminal liability. (GA Code 19-7-5)

INVESTIGATION

The diocese/parish will cooperate with investigations by appropriate civil authorities. In addition, all cases of sexual abuse of a minor committed by diocesan/parish personnel will be investigated by the diocese in order to provide the bishop with the necessary information to determine the appropriate course of action. Every effort will be made to maintain confidentiality so as to protect the rights of all parties concerned.

Problems viewing PDF? [Download](#)

I have downloaded, read, and understand this document.

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

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

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

Click “No” in order to view the language choice for the online “Protecting God’s Children for Adults” training module.

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 **VIRTUS**[®] *Online*

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)

Please wait...

Now that you haven chosen a module, it's time to input your background check authorization. Choose the option in either the red or blue box.



Thank you for registering with VIRTUS Online.

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.

Your registration is not complete

You must complete a background check

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: [Adams](#)

Middle: [R](#)

Last: [Housecastus](#)

Do you need to update this information to match your FULL, LEGAL name?

If you entered your full, legal name and are ready to continue, click the button below

By clicking this button, you will be directed to their secure website called Fastrax™.

Please note above the “Enter” button the Primary location. The location where you work/volunteer at the most should be chosen. If this is incorrect, exit now and your local Safe Environment Coordinator will reach out to you for corrections.



The Diocese of Savannah welcomes you!

Protecting the children under the care of the Diocese of Savannah is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Diocese, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.



DIOCESE OF SAVANNAH

Your Information

Primary location: Diocese of Savannah/Catholic Pastoral Center

[Enter Background Check Info](#)

The State of Georgia allows us to use commercial background check providers to save considerable costs for screenings. The Fair Credit Reporting Act is the law which allows these commercial vendors access to Federal, State and Local law enforcement records.

The screenshot shows the FASTRAX website interface. At the top right, there are links for "Live Chat Online", "About", and "Contact". The FASTRAX logo is in the top left. A progress bar below the logo shows five steps: "Disclosure Release" (checked and highlighted in blue), "Sign Authorization", "Enter Contact Info", "Review", and "Complete". Below the progress bar is a red warning box with an exclamation mark icon: "If you are not Adams Housecastus or if your name is misspelled please notify the requestor." The main content area is titled "FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE" with a checked checkbox. The text explains that the prospective Employer ("The Employer") may seek background information about you from a Consumer Reporting Agency. It defines Consumer Reports as a compilation of information used for employment eligibility, promotion, reassignment, and retention. It lists the types of information included in Consumer Reports: character, general reputation, personal characteristics, and mode of living; credit reports, criminal records, education verifications, employment history, workers' compensation, credentials, drug testing results, and driving records. It states that SELECTION.COM® or another Consumer Reporting Agency will compile and assemble the reports for the Employer. Finally, it notes that a summary of your rights under the federal Fair Credit Reporting Act (FCRA) is being provided with this disclosure. A blue "I Agree" button is located at the bottom right of the disclosure text. At the bottom of the page, there are links for "Terms of Use", "Privacy Policy", and "Copyright © 2023 Fastrax, All rights reserved".

The Fair Credit Reporting Act embodies rights for you. Please read, check off the acknowledgement box (bottom left) and click “Next.”

Live Chat Online About Contact

FASTRAX

Disclosure Release Sign Authorization Enter Applicant Info Review Complete

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

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Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write**

[Download](#) a copy of this document.

I acknowledge my consumer rights as outlined above.

Back Next

After reading the authorization, please click the “I Accept” box on the bottom left, then ‘Next.’



☑ Disclosure Release → **☑ Sign Authorization** → 👤 Enter Applicant Info → ✉ Review → ⚙ Complete

☑ **AUTHORIZATION TO OBTAIN CONSUMER REPORTS UNDER THE FAIR CREDIT REPORTING ACT**

I acknowledge that I have received and read the *Fair Credit Reporting Act Background Check Disclosure, A summary of Your Rights Under the Fair Credit Reporting Act*, and this authorization. I certify that I understand the documents I have received.

I hereby authorize The Employer or its authorized agents, for employment purposes (including contract or volunteer services), to obtain Consumer Reports after The Employer receives this authorization, including any time during that I may be employed by The Employer.

I hereby authorize law enforcement agencies, public and private schools, federal, state, and local agencies and courts, credit bureaus, information bureaus, current and former employers, financial institutions, licensing agencies, governmental agencies, the military, and other individuals and entities to provide any and all information that is requested by SELECTION.COM®, other consumer reporting agencies, or The Employer.

I understand that any information that I provide in an employment application or that I otherwise disclose during my employment (including contract or volunteer services) may be used to obtain Consumer Reports.

Adams Housecastus

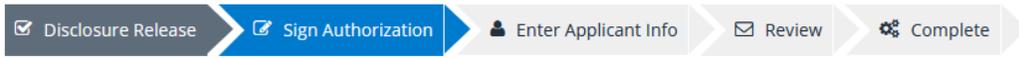
By selecting "I Accept" using any device, means, or action, you agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document.

I Accept

⏪ Back

Next ⏩

Please indicate the State that you currently reside in.



⚠ Please select your current state of residence from the list provided below.

✓ ADDITIONAL STATE DISCLOSURES

Depending on your current state of residence, there may be additional state-specific disclosures that apply to you.

Current state of residence:

GA - Georgia ▾

I confirm that "GA - Georgia" is my current state of residence.

⬅ Back

Next ➡

Please confirm your information, then Submit the request.

Live Chat Online About Contact

FASTRAX

Disclosure Release Sign Authorization Enter Contact Info **Review** Complete

Back

Contact Information

APPLICANT

Adams Housecastus
Last Name: Housecastus
First Name: Adams
SSN: 123-45-6789
DOB: 1/2/1972

Address: 123 Main Str Savannah, GA 31401
Email: jaltmeyer@diosav.org

CONTACT NOTICES

REQUESTING A COPY OF YOUR BACKGROUND CHECK

If you would like a copy of your completed report, check the box below and provide your email address. A copy of your report will be sent to you.

You may review any reports by calling 800-325-3609 between the hours of 8am – 5pm Eastern Time.

By checking this box, I request to receive a free copy of any consumer report ordered on me.

Email Address Ex: abc@xyz.com
jaltmeyer@diosav.org

Send via regular postal mail

Back

Please review your request info before submitting. To make changes, use the back buttons on this page.

Submit Request

Much of the information you input on VIRTUS has been pulled to this site. You will need to input your Social Security Number and home address.

☑ Disclosure Release > ☑ Sign Authorization > **👤 Enter Contact Info** > ✉ Review > ⚙ Complete

Next ➔

PERSONAL IDENTIFICATION

Last Name Housecastus **First Name** Adams Middle Name Birth Last Name

 In order to properly process your application, please make sure that your name above matches the name on your driver's license (or other government issued identification). If your name does not match your date of birth and social security number, your application could be delayed.

SSN Ex: XXX-XX-XXXX 123-45-6789 **DOB** Ex: mm/dd/yyyy 01/02/1972 

Gender Unknown ▾ **Race** ▾

ADDRESS

Number Ex: 1234 123 **Street Name** Ex: Broadway Main **Type** Ex: Ave Str ▾

Address Line 2 (Unit No., Route, PO Box, etc.)

Zip Ex: XXXXX 31401 **City** Savannah **State** GA - Georgia ▾

PHONE/EMAIL

Email Ex: abc@xyz.com

What's next? You can log onto www.virtusonline.org or www.virtus.org to review any needed information. In the "Current Training" tile, click the link "You have 1 online module assigned" to begin the "Protecting God's Children..." training.

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VIRTUS[®]Online

Home

Message Center

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Logou

Current Training



You have 1 online module assigned

[Register for an upcoming session](#)

Required Documents



No Action Needed

Compliance Summary



Not compliant

Contacts



Your primary contact

[Click here for contacts](#)

My Info



Your primary location
Catholic Pastoral Center (Savannah)

Your primary role
Volunteer

Reporting Abuse



[Click here for reporting options](#)

Resources



[Diocesan Website](#)
[Safe Environment Requirements](#)
[Reporting Procedures](#)

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The Safe Environment Coordinator at your location will be able to confirm your training completion.

Every adult who works or volunteers for any Diocese of Savannah entity is a Mandated Reporter by Georgia law, regardless of whether or not their ministry involves children.

Visit the website

<https://diosav.org/en/child-and-youth-protection>

To find the Reporting Procedures and Safe Environment Requirements for the Diocese of Savannah.