

Before completing **Protecting God's Children** training online, all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37381




Those who completed **Safe Environment** requirements in the past have already been assigned a **VIRTUS User ID**. Your site's Safe Environment Contact or a person in the diocesan Office of Safe Environment (270-683-1545) can assist you.

Otherwise **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.

Click **Continue** to proceed.

Diocese of Owensboro



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](#)

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, Date of Birth, and any additional names.

(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

Enter your name as it appears on your driver's license or passport

Salutation:

First Name:

Full Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

List any aliases, maiden names, or previous marriage names.		
	first name	last name
Alias 1	<input type="text"/>	<input type="text"/>
Alias 2	<input type="text"/>	<input type="text"/>
Alias 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.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).

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**.

Please select the primary location where you work or volunteer.

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.

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

Bishop Cotton Elementary School (Owensboro)

Do you work or volunteer in another location?

Registration Instructions

Diocese of Owensboro

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.

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"/> Adult Ministries/Non-Charter <small>Volunteer who minister only with adults, or adult NOT needing to comply with Safe Environment Requirements for Diocese of Owensboro</small>	<input type="checkbox"/> Employee <small>Anyone employed by the Diocese of Owensboro other than clergy or Educators</small>
<input type="checkbox"/> Deacon <small>Individual ordained as deacon for the Diocese of Owensboro</small>	<input type="checkbox"/> Priest <small>Individual ordained to the Priesthood</small>
<input type="checkbox"/> Deacon Candidate <small>Individual enrolled in Diocese of Owensboro's Diaconate Formation</small>	<input type="checkbox"/> Seminarian <small>Individual in preparation for priestly ordination for Diocese of Owensboro</small>
<input type="checkbox"/> Educator <small>Diocesan School Teacher, Principal, Administrator, Vice-Principal—This category does NOT include teachers, teacher aides, or school support staff (administrative assistants, business managers, etc.)</small>	<input type="checkbox"/> Volunteer - Other <small>Non-clergy or employees who need to comply with Safe Environment requirements for Diocese of Owensboro—other volunteer (non-compensated) involved in ministry with minors, or other designation</small>

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 answer the 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 diocese?

Yes
 No

All registrants must please read the **Diocese of Owensboro, 'Sexual Abuse Policy and Procedures' and 'Acknowledgment Form'**.

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

And, please **submit the signed Acknowledgment Form** to the Office of Safe Environment or turn in to your place of ministry

Please click **Continue** to proceed.

Diocese of Owensboro

<p>Sexual Abuse Policy and Procedures</p> <p>Sexual Abuse Policy and Procedures</p> <p><input type="checkbox"/> I have downloaded, read, and understand this document.</p>	<p>Acknowledgment Form</p> <p>Acknowledgment Form</p> <p><input type="checkbox"/> I will download and submit this document to the Office of Safe Environment or will turn in to my place of ministry.</p>
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All registrants must please read the **Diocese of Owensboro Youth Policy**.

Download the **Youth Policy** 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 Owensboro

Youth Policy

Youth Policy

I have download, read, and understand the Youth Policy.

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)

All registrants must please read the **Diocese of Owensboro Supervisory Adult Code of Conduct**.

Download the **Supervisory Adult Code of Conduct** by clicking the **PDF** icon or on the preferred language. 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 Owensboro

Supervisory Adult Code of Conduct

Supervisory Adult Code of Conduct

As a(n) employee/volunteer of the Church, I promise to strictly follow the rules in this Code of Conduct as a condition of my providing services to the minors and/or vulnerable adults of our diocese. I understand that any illegal behavior may involve legal authorities. I understand that any serious violation of this Code of Conduct may result in my termination of employment, removal as a volunteer, and/or dismissal from a program, and/or financial and physical responsibility for transportation home (in the case of an off-site event).

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)

Please answer the 15 questions presented.

If you receive an incorrect answer, please click on **Try Again**.

Click **Submit** to proceed.

Diocese of Owensboro
Safe Environment Policy Questions

Please answer ALL the questions presented

The Diocese of Owensboro has requirements for those needing to be Safe Environment compliant: (1) a current diocesan background check, (2) current Safe Environment training, (3) a signed Acknowledgment of the diocese's sexual abuse policy submitted to the diocesan Office of Safe Environment, and (4) acceptance of the Code of Conduct on file with the diocese. Who does NOT have to meet these Safe Environment requirements?

SELECT AN ANSWER:

- Teachers and other employees at Catholic schools
- Teens under 18 helping with faith formation and adults coming to Mass
- Employees at parishes or other diocesan entities
- Adult volunteers who work with minors
- Priests, permanent deacons, and seminarians

Click inside the circle to select the **Online Training** you wish to complete.

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)

Click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Courses

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

Protecting God's Children® Online Awareness Session 3.0
Assigned: 09/28/2017
Due: 10/12/2017

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

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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 VIRTUS Online