

## Registration Instructions

Registering for online training, all employees/volunteers **must** register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

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

1. On the left side of the screen, click on **“First-Time Registrant”** to begin registration.
2. To proceed, click on **“Begin”** the registration process.
3. Select the name of your organization **Winona - Rochester - Diocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click **“Select”**.

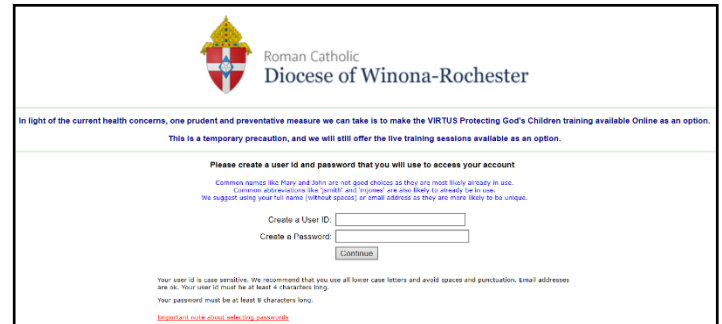


- Begin the registration process.
- View a list of sessions.

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 User ID. We suggest the use of email addresses as usernames.

Click **Continue** to proceed.

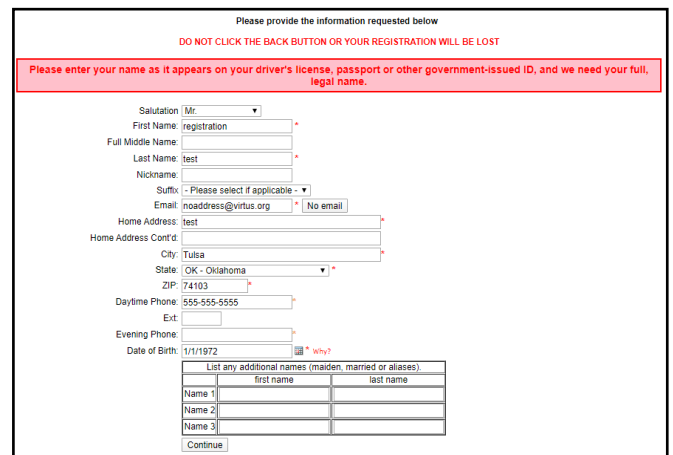


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and any Aliases.

**(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](mailto:mail.yahoo.com), or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).



**Registration Instructions**

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).*

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:  Continue

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

Select the role(s) that you serve within the Diocese of Winona - Rochester and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **“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

- Candidate for ordination
- Deacon
- Educator  
This is a paid position in a Catholic school environment. If you are a Catechist please select Volunteer.
- Employee (Diocesan/Eparchial)
- Employee (Parish/Parochial)
- Priest
- Volunteer

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:

Continue

Please select **“Yes”** if you have any additional locations or click **“No”** to continue.

**You have chosen following locations and roles:**

All Saints Church-Madison Lake (Madison Lake)

- Volunteer ✓

**Are you associated with any other locations?**

Please review the following and respond (employee or volunteer):

- **Code of Conduct for the Diocese of Winona - Rochester (7 pages)**
- 1. Clicking in the box: **“I have downloaded, read, and understand the Code of Conduct”**
- 2. Enter your full name and today’s date.

Click on **“Continue”**.

Diocese of Winona-Rochester  
Code of Conduct

Diocese of Winona-Rochester  
Office of Safe Environment

**Code of Conduct for Church Personnel  
Working with Minors or Vulnerable Adults**

In the spirit of the Gospels, personnel who minister and work in the Diocese of Winona-Rochester must always seek to uphold Christian values and conduct. Christ calls us as his disciples to a high standard, the same standard he lived and taught. The Charter for the Protection of Children and Young People, promulgated by the bishops of the United States, calls for "clear and well-publicized diocesan/eparchial standards of ministerial behavior and appropriate boundaries for clergy and for any other church personnel in positions of trust who have regular contact with minors and vulnerable adults." (Art. 6) The following Code of Conduct instructs all who minister and work in our faith communities on appropriate ethical standards.

Problems viewing PDF? [Click Here](#)

I've downloaded, read and understand the Code of Conduct

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

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

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

**Registration Instructions**

**Please** answer Yes or No to whether you are employed in a location within the diocese, parish, or school?

Click on **“Continue”**.

Are you employed in a location within the diocese, parish, or school?

Yes |  No

continue

If you have **not** attended a **VIRTUS Protecting God’s Children** session, choose **“NO”**.

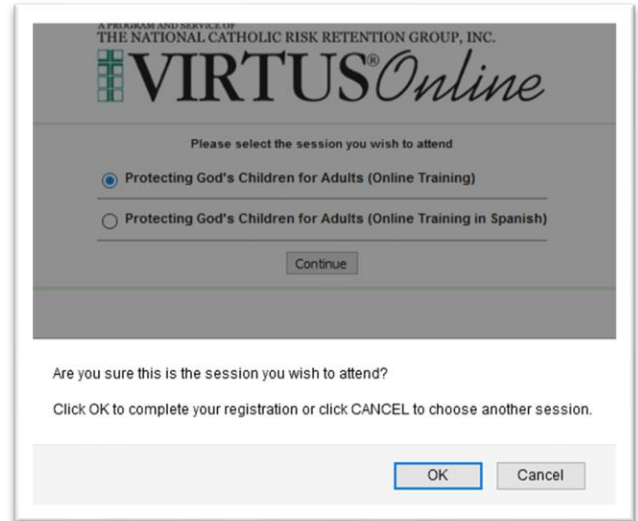
Otherwise, choose **“YES”**.

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 **VIRTUS Protecting God’s Children** options to select **online training**.

**When** you find the online training you wish to complete, click the circle -- and then click **“Continue”**.

Then you are asked if this is the online session you wish to attend click **“OK”**.



**Please click** on the **green circle** to begin the **Online Training** **this will launch your training in a new window, The training consists of 13 video lessons. Each lesson you will answer a question, watch a video, get a chance to change your answer.**

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.

**Once you have completed the training close the training window.**

If you have additional questions about VIRTUS Online training, please contact the Mary Hamann 507-858-1244.

**Thank you for completing the registration process!**

**If you are a volunteer, you are required to complete a background check, please click on “Submit Background Check” to complete a background check on the s2verify secure website.**

**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: 05/20/2020  
Due: 06/03/2020

**Background Check**

You are required to have a background check.

All of your information is prepared and ready to send to s2verify-v2.

Please click the button below when you are ready to submit your information

## Registration Instructions

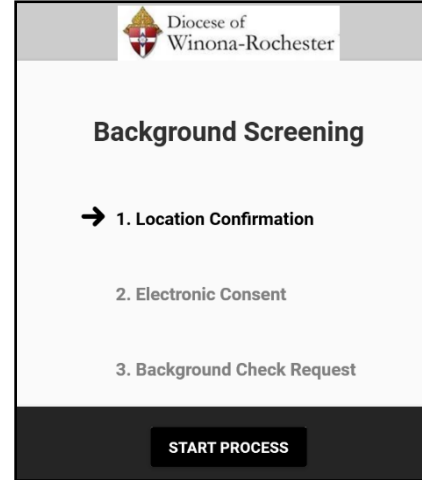
Please then click the link: "[Begin your background check](#)".

Within s2verify, please start the background check process.

**Background Check**

The background check provider has received your information. Please click the link below to complete the process at their secure website.

[Begin your background check](#)



The screenshot shows the 'Background Screening' page for the Diocese of Winona-Rochester. At the top is the diocese logo and name. Below that, the title 'Background Screening' is centered. A list of steps follows: '1. Location Confirmation' (with a right-pointing arrow), '2. Electronic Consent', and '3. Background Check Request'. At the bottom of the page is a dark grey button with the text 'START PROCESS' in white.