

STOP! LOOK! READ ABOUT...

THE VIRTUS PROCESS

THE FIRST STEP

- Go to your parish, school, or institution office. Introduce yourself to whoever is responsible for the Volunteers OR employees. (Parish priest, Principal, Director of the Institution or it could be the coach of the team for whom you are volunteering or scout leader.).
- Request copies of the 1) Volunteer Application Form used for Background Checks; and 2) the 2007 Policies and Procedures for Addressing Adult Sexual Misconduct Acceptance Form.
- Fill out the two forms and give them back to the person in charge to give to your coordinator to process through the Diocese. The booklet that goes with the 2007 Acceptance form is available on the www.covingtondiocese.org web site under 2007 Diocesan Policy in the Child and Youth Protection section on the right hand side.

REGISTERING ON-LINE

Go to www.virtus.org, Click on the Registration link in the left green area of the page. Begin the registration process.

Select in the dropdown list Covington, KY (Diocese), Create your USER ID. Create a password. Make a notation of these somewhere. You will need them every time you access Virtus. They are case sensitive so if you have a printer, it's good to print yourself a copy now.

Continue filling in your information. Select a Primary location (This is where you will primarily volunteer or work and where your paperwork is on file.) You may select secondary locations. Please keep your list of locations current online as they change.

Select your role in the Diocese. Select Parent only if you do NOT wish to be a Volunteer Parent and do not want to receive the monthly bulletins. If you wish to be a Volunteer Parent, select Volunteer. Continue your registration. If you are a coach, catechist, scout, contracted janitor, please select that option.

Select Yes or No when you get to the page about attending a session. If no, select the session you wish to attend. If you have already attended a session, you will have the option to select which one you attended. Please email the approximate date and place to ageiger@covingtondiocese.org if you register on-line after you have attended the class.

Your account will not be readily seen until all of your paperwork has been processed. Please do not register a second time. You should receive a notification from Virtus that you have registered. It will come from system@virtus.org or www.agnosnet.com.

Your account is released after the 2007 Acceptance Forms are recorded and your background check has been processed through your coordinator, the Diocese and Frankfort.

If your spam blocker on your computer is setup to accept emails from system@virtus.org, you will then receive an email from Virtus with your account information including your user ID and password. Now you will be ready to start reading your **bulletins**. Bulletins must be done monthly.

To be in compliance, you may not fall behind more than three bulletins. Look for your bulletins on the first Monday of the month.

Around your Virtus anniversary date, you will receive a **Recertification module** to complete. You must complete this within one month of receiving it. You can access training modules through the My Training tab, choose Recertification link on the screen on the left.

After 3 years of faithfully completing your monthly bulletins, you will only be required to complete four **Quarterly Modules plus the recertification module** rather than the bulletins. You can access quarterly modules through the My Training tab, choose Online Training Module on the left green column. You are only required to read each quarterly (Q1, Q2, Q3, Q4) and one annual recertification Module (5 per year). (FYI: Monthly bulletins will still appear though you are not required to read them.) You must complete you module within one month of receiving it. Quarterlies appear on your account is January, April, July and October.

Please register only ONCE. Opening more than one account causes confusion and keeps you from remaining compliant.

If you need to change the training session that you have chosen, enter your id and password. Click on "update my account". Make the desired change. SAVE.

If you have any other questions, please contact Anita Geiger at ageiger@covingtondiocese.org or by phone at 859-392-1565. (Rvsd. 1-10)