

Registration Instructions Diocese of Des Moines

To register as a new user with VIRTUS, you need a security code to proceed. If you do not have the code, contact your parish or school Safe Environment Site Administrator/Coordinator to obtain the code.

Then click on the following link to proceed:

https://www.virtusonline.org/virtus/18667/reg_pwd.cfm?theme=0

Please enter the four character alphanumeric code provided.
 Click Continue to Proceed.

Continue

VIRTUS CODE: 0919

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.

Click **Continue** to proceed.



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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:

Continue

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.

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 Code, Primary Phone Number, and Date of Birth.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

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:

Cell Phone:

Date of Birth:

Continue

Please select the primary location where you work or volunteer.

Location:

Continue

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).

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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 – i.e., Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click **Continue** to proceed.

Please select the primary location where you work or volunteer.

Location: (All Saint's - Stuart Parish (Stuart))

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)**
All persons paid for the work done for their parish or school including parish ministers, school support staff, coaches who are not teachers, parish office staff, etc. (This role does not include any educators licensed by the Iowa Board of Educational Examiners.)
- Employee (Diocesan/Eparchial)**
- Volunteer**
All non-paid individuals who assist the parish/school/Catholic Charities including catechists, coaches, chaperones, classroom aides, etc.
- Priest**
Diocesan or religious order priests in active or supply ministry including "retired" priests who assist occasionally in the diocese.
- Deacon**
Those men who have been ordained to the Order of Deacon and serve in the capacity in the Diocese of Des Moines (including retired deacons who serve occasionally in the diocese).
- Candidate for ordination**
Seminarians, candidates for the permanent diaconate
- Educator**
All educators serving in the Catholic schools of the Diocese of Des Moines and licensed by the Iowa Board of Educational Examiners. (This role is not for catechists in the parish religious education program.)

Please select any additional roles you perform at this location

- Prayer/Healing Ministries**
- School Teacher**
- Volunteer Catechist/R.E. teacher**
- Youth Ministry Volunteer**
- Parent**

If you have a title within this organization, please enter it below.
If you do not have a title, please briefly describe what you do for this organization.

Title or Position of Service:

Continue

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**.

You have chosen following locations and roles:

All Saint's - Stuart Parish (Stuart)

- Volunteer ✓

Are you associated with any other locations?

Yes No

Answer the two questions presented.

Click **Continue** to proceed.

Do you interact with, work with or come into contact with minors of this organization?

Yes
 No

Do you interact with, work with or come into contact with vulnerable adults of this organization?

Yes
 No

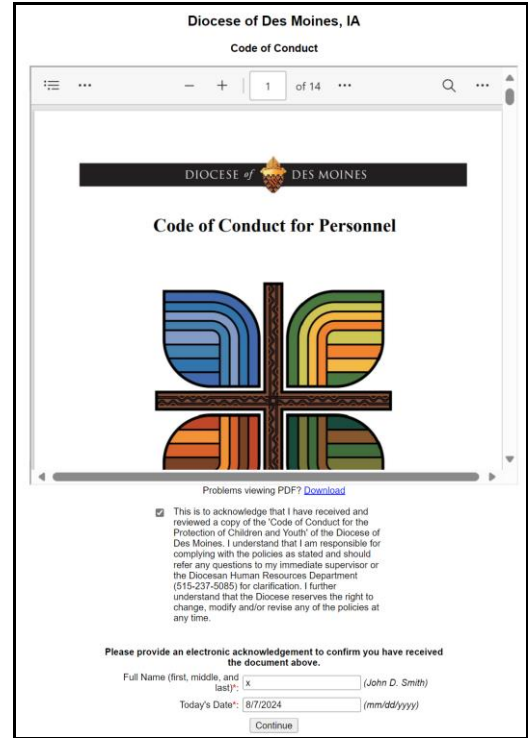
Continue

All registrants must please read the **Diocese of Des Moines Code of Conduct**.

Please review the **Code of Conduct**.

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

Click **Continue** to proceed.



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

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

Please select the online session you wish to attend.

Click **Continue** to proceed.

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)

All who register are required to submit a background check.

Please click on the screen 'You must click here to complete your background check with '3rd Degree Screening' to be led to their secure website to submit your background check.

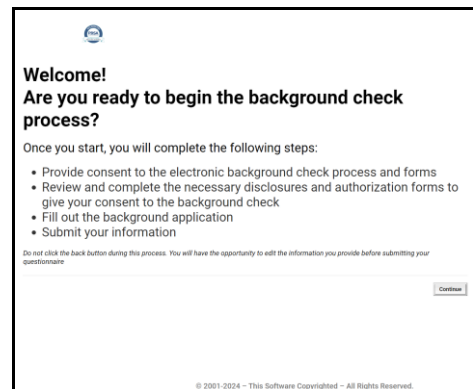
Please complete the needed sections to submit the background check.

If you have any difficulties once you have entered), please call the 3rd Degree helpdesk at 712-256-1701.

Thank you for creating your account with VIRTUS Online.

You must click here to complete your background check with 3rd Degree.

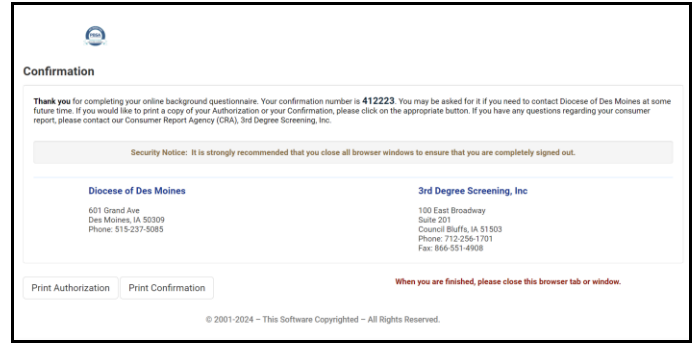
Please note that your registration is not complete until you submit your background check.



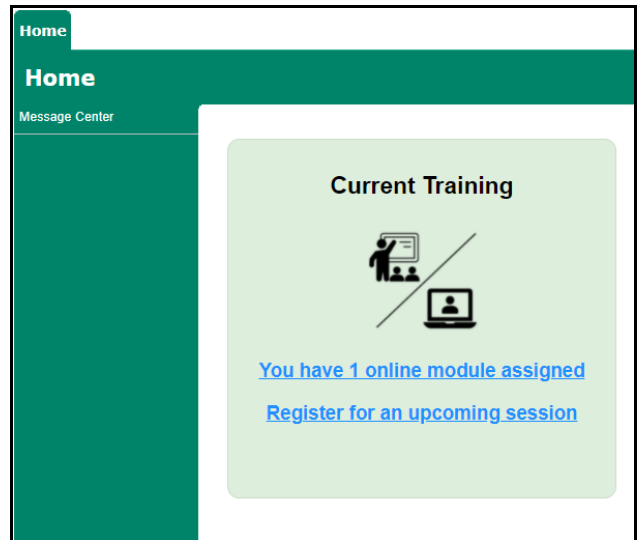
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If you have any difficulties once you have entered), please call the 3rd Degree helpdesk at 712-256-1701.

Once the 3rd Degree Screening Confirmation page is closed, you will have access to online training.



To access the online training, please click on **You have 1 online module assigned**.



If you chose online training, please 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.

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

