

Before completing awareness training online, all participants 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=37893

Or, please register by going to www.virtus.org and click on 'First Time Registrant' and selecting the Diocese of Belleville from the dropdown menu.



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 usernames.

Click **Continue** to proceed.

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.



Diocese of Belleville

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 6 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, and Phone Number.

(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.

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:

Legal First Name:

Legal Middle Name:

Legal Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Cell Phone:

Last 4 digits of SSN: why? No SSN

Date of Birth:

List any additional names (maiden, married or aliases)	
first name	last name
Name 1	
Name 2	
Name 3	

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Please select the primary location where you work or volunteer.

Location:

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

Please select from the role/description that applies to your position.

Additionally, enter your title in the box provided that best describes your role within your location.

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
For MEN entering the seminary or Diaconate formation.

Coach
Coaches a sports team at a Catholic School within the diocese.

Deacon
A deacon is an ordained member of the clergy. Choose this role if you have been ordained and serve as a permanent deacon at a parish.

BEFORE SELECTING EDUCATOR

Read the description below

DO NOT select Educator if you do not meet the description

If you select Educator and do not meet the description, it will delay your registration and may result in unnecessary charges to your parish or school

Educator
Catholic School teachers, substitute teachers, and staff, including accredited and non-accredited staff in the Catholic Schools, i.e. salaried teachers, principals, administrators, and non-teaching school staff. This role is NOT for Catechists or Parish Religion Educator staff (they should use the volunteer role or employee role).

Employee - Parish

Employee - School

Priest
An ordained priest, who has faculties in the Diocese of Belleville.

Volunteer
A volunteer serves in a variety of positions without pay or financial compensation.

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:

Please select **Yes** if you are associated with any additional locations, or please select **No** to continue.

You have chosen following locations and roles:

St. Teresa of the Child Jesus (Belleville)
• Educator ✓

Are you associated with any other locations?

Please answer the questions.

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

Please review the following document on the screen and respond:

➤ **Diocese of Belleville Code of Conduct**

To proceed and acknowledge each document, please **Confirm** by clicking on: "I have read and understand this document." and enter your full name and today's date.

Click on **Continue**.

If you are in the role of Educator, Employee – School, or Coach, you will also need to read and acknowledge the:

➤ **Code of Ethics for Illinois Educators**

To proceed and acknowledge each document, please **Confirm** by clicking on: "I have read and understand this document." and enter your full name and today's date.

Click on **Continue**.

All who register are required to submit two separate types of background checks. One is a Criminal Investigation through S2Verify, which you can access through the VIRTUS system.

The second is through the Department of Children and Family Services (called a CANTS check). **You will receive a separate email from the Department of Children and Family Services to**

Background Check

You are required to have a background check.

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

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

[Submit Background Check](#)

complete the CANTS check (note this email will come from the email address Dcfs.CFS689BackgroundCheck@illinois.gov).

To begin your S2Verify Criminal Investigation, please click on where it says “Submit Background Check” button.

Then, click the link that says “Begin your background check” which will direct you to the secure website for **S2Verify** to submit your background check.

Background Check

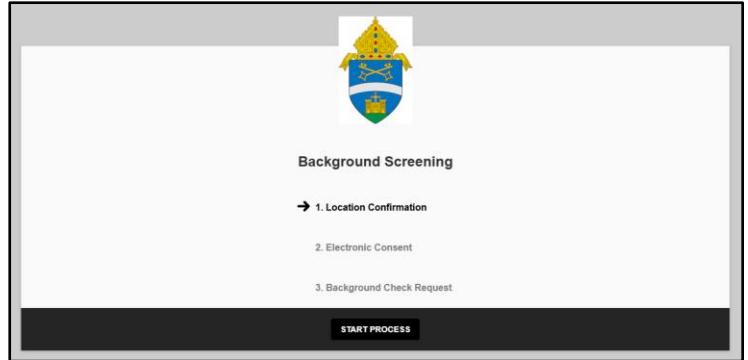
The background check provider has received your information. Please click the link below to complete the process at their secure website.

[Begin your background check](#)

Within the secure website of S2Verify, please follow the prompts to proceed.

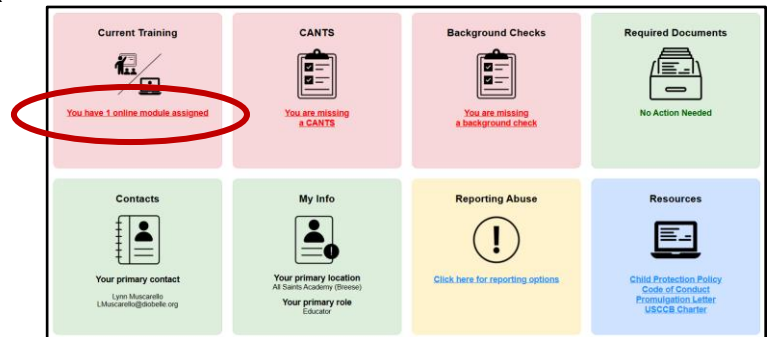
Please complete the entire background check process in one sitting.

If you have any difficulties once you have entered S2Verify, please contact S2Verify directly.



After you have completed your background check and are back on the VIRTUS site, you can access the online training.

Click on the link in the “Current Training” box to complete your online training.



Click on the **green circle** or the title of the training course 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 local administrator at your parish or school.

Online Training Modules

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

- [Protecting God's Children Online Awareness Session 4.0](#)
- Assigned: 12/06/2024
Due: 12/20/2024