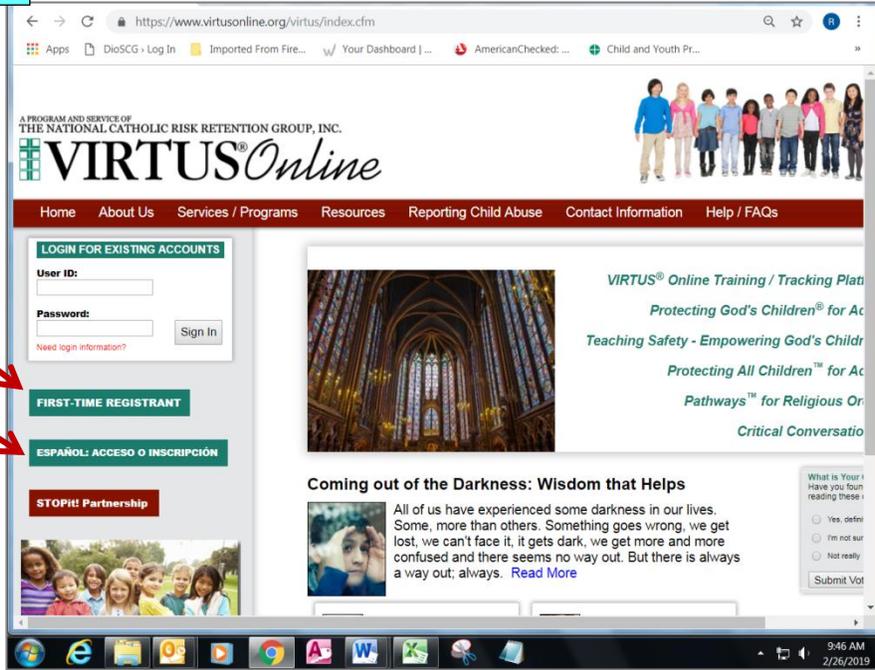


# How to Register for a VIRTUS training?

**Step 1:** Go to:

[www.virtusonline.org](http://www.virtusonline.org)



**Step 2:** Click on "First-Time Registrant"

If Spanish speaking click on "Español: Acceso o Inscripción" and the remainder of your registration will be in Spanish.

**Step 3:**

If you know the session you would like to attend-Click on "Begin the registration process"

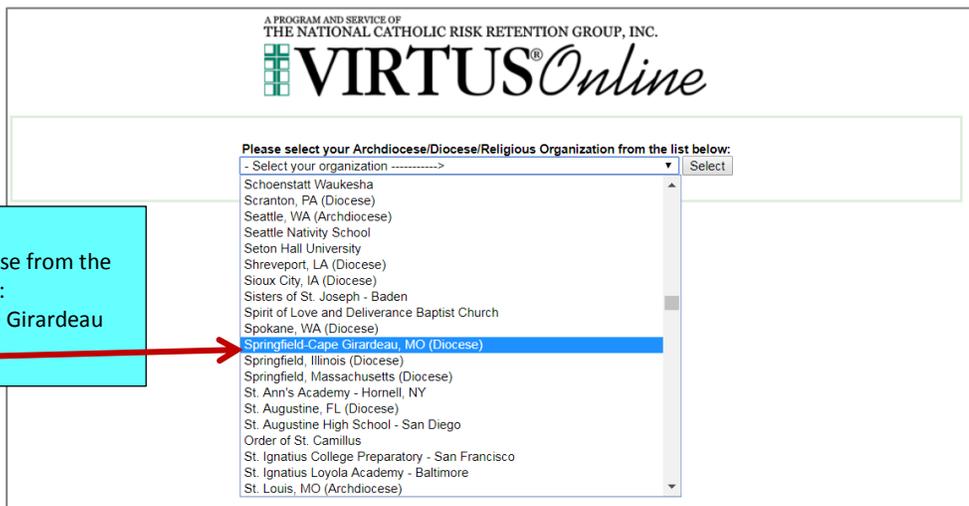
If you want to view a list of sessions click on "View a list of sessions"

For this tutorial we are it is assumed you will click on the second option.



**Step 4:**

Choose our diocese from the drop down menu: "Springfield-Cape Girardeau (Diocese)"



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# VIRTUS<sup>®</sup>Online

**This is a list of upcoming sessions in your area.**  
Unless otherwise noted all sessions are conducted in English.

[Start Registration](#)

**Protecting God's Children for Adults**  
**Where:** Catholic Center (Springfield)  
601 South Jefferson Avenue  
**When:** Friday, March 1, 2019  
9:00 AM  
**Estimated length of session:** 3 hrs  
**Spaces remaining:** 16 of 24  
**Language:** This session will be conducted in English  
**Notes:** Pallotti Center. The VIRTUS Training is for adults only. No childcare services available at this location.

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**Protecting God's Children for Adults**  
**Where:** Catholic Center (Springfield)  
601 South Jefferson Avenue  
**When:** Thursday, March 7, 2019  
12:30 PM  
**Estimated length of session:** 3 hrs  
**Spaces remaining:** 22 of 24  
**Language:** This session will be conducted in English  
**Notes:** Pallotti Center. The VIRTUS Training is for adults only. No childcare services available at this location.

---

**Protecting God's Children for Adults**  
**Where:** Sacred Heart Parish (Poplar Bluff)  
123 N 8th St  
**When:** Thursday, March 7, 2019  
6:00 PM

**Step 5:**  
A list of upcoming sessions in our diocese will appear in date order beginning with the closest in time.

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# VIRTUS<sup>®</sup>Online

**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.

[Important note about selecting passwords](#)

**Step 6:**  
Create a User ID (no more than 16 digits long) and a Password. Save this information because you will need it to access your account in the future

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# VIRTUS<sup>®</sup>Online

**DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST**

**Please provide the information requested below**

Salutation:

First Name:  \*

Middle Name:

Last Name:  \*

Email:  \*

Home Address:  \*

Home Address Cont'd:

City:  \*

State:  \*

ZIP:  \*

Daytime Phone:  \*

Ext:

Evening Phone:

[Continue](#)

\* Required field  
\* One field in this group is required

**Step 7:**  
Fill in appropriate contact information. It is very important that we have an email address. Only choose "No Email" if you absolutely do not have access to the internet and emails.



Please select the primary location where you work, volunteer or worship

**Do not select the location of your training session**  
(unless it falls into one of the categories above)

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.

**Step 8:**

Select your primary location: the parish or school where you are employed or do most of your volunteering.



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

Catholic Center (Springfield)

Do you work, volunteer or worship in another location?

**Step 9:**

If you work or volunteer at another location click "Yes". You will be given an opportunity to choose additional locations.

If only work or volunteer at your primary location click "No".



Please select the roles that you play within your diocese

Please check all that apply.

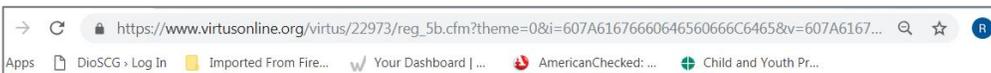
- |  |  |
|--|--|
| <input type="checkbox"/> Candidate for ordination      | <input type="checkbox"/> Employee (Parish/Parochial) |
| <input type="checkbox"/> Deacon                        | <input checked="" type="checkbox"/> Parent           |
| <input type="checkbox"/> Educator                      | <input type="checkbox"/> Priest                      |
| <input type="checkbox"/> Employee (Diocesan/Eparchial) | <input checked="" type="checkbox"/> Volunteer        |

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:

**Step 10:**

Select your role and enter your title or a brief description of your duties.



Please select any **additional** roles that you play within your diocese

Please check all that apply.

- Employee (Catholic School)

**Step 11:**

If you work at a Catholic School, click on the box and then Continue.

Not an employee, click continue.



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 archdiocese/diocese/religious organization?

- Yes  
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes  
 No

Continue

Step 12:



### Diocese of Springfield-Cape Girardeau

#### Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors



#### DIocese OF SPRINGFIELD – CAPE GIRARDEAU CODE OF CONDUCT FOR CLERGY, EMPLOYEES, AND ADULT VOLUNTEERS WORKING WITH MINORS

To foster and maintain an atmosphere of trust and safety in its ministry to minors, the Diocese of Springfield – Cape Girardeau has established a Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors. The Diocese expects all Church personnel, which includes all parish and school employees and volunteers who regularly work with minors, to maintain high standards of professional, ministerial and moral behavior.

##### A. Reporting Violations

Any suspected or known abuse of a minor must first be immediately reported to the Missouri Child Abuse and Neglect Hotline 800-392-3738 or 844-CAN-TELL; or for suspected or known abuse of vulnerable or eligible adults, the Missouri Adult Abuse and Neglect Hotline 800-392-0210, and may also be reported to law enforcement agencies. All Church personnel are required to report violations of *The Code of Conduct for Clergy, Employees and Adult Volunteers Working with Minors* to the Chancellor at 417-866-0841 or [treidy@dioscg.org](mailto:treidy@dioscg.org), the Victim Assistance Coordinator: Judy St. John, LPC, NCC at 573-587-3139 or [yacl@dioscg.org](mailto:yacl@dioscg.org); or, the Director of Child and Youth Protection, William Holtmeyer, Jr., MS, NCC, LPC, CEAP at [billholtmeyer@dioscg.org](mailto:billholtmeyer@dioscg.org) or 417-866-0841.

Concerns may be discussed with your supervisor, a Victim Assistance Coordinator, the Office of Child and Youth Protection, or the Chancellor. Violations and Concerns may also be reported using the TDR reporting system.

3. While working with minors, Church personnel are prohibited from the use, or being under the influence of alcohol, any illegal drugs, or impaired by prescription medications. They are also prohibited from furnishing alcohol or illegal drugs to minors or permitting minors to use such in their presence.
4. The use of tobacco products while working with minors is prohibited, as well as furnishing tobacco products to minors.

Problems viewing PDF? [Click Here](#)

Step 13:

### Diocese of Springfield-Cape Girardeau

#### Background Questionnaire Concerning Sexual Misconduct

Answers to all questions are required.

1. Have you ever sexually abused a minor?  Yes  No
2. Have you ever been convicted of a crime of sexual abuse, physical abuse, sexual harassment, exploitation or endangering the welfare of a child?  Yes  No
3. Has any allegation or civil or criminal complaint ever been made against you relating to sexual misconduct, sexual abuse, sexual harassment, exploitation, physical abuse, or endangering the welfare of a child?  Yes  No
4. Have you ever terminated your employment or had your employment terminated for reasons relating to allegations of sexual misconduct, sexual abuse or physical abuse by you, or relating to civil or criminal complaints for sexual misconduct or sexual or physical abuse or endangering the welfare of a child against you?  Yes  No
5. Have you ever received any medical treatment, physical or psychological, for reasons involving your physical or sexual abuse of others?  Yes  No

##### Acknowledgement

By clicking the button below, I certify that the facts contained in this Questionnaire are true and complete to the best of my knowledge and understand that falsified statements shall be grounds for dismissal. I authorize investigation of all statements contained herein and release all parties from all liability for any damage that may result from furnishing same to you.

Continue

Step 14:

**Step 15:**  
If you are registering for an upcoming session click No.  
  
If you are registering for a class after having attended the live training click Yes.

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

**Step 16:**  
Select the session you wish to attend and then click ok.

pps DioSCG > Log In Imported and Youth Pr...

www.virtusonline.org says  
Are you sure this is the session you wish to attend?  
  
Click OK to complete your registration or click CANCEL to choose another session.

● **Protecting God's Children for Adults**  
Where: Catholic Center (Springfield)  
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When: Friday, March 1, 2019  
9:00 AM  
Estimated time: 3 hrs  
Spaces remaining: 16 of 24  
Notes: Pallotti Center. The VIRTUS Training is for adults only. No childcare services available at this location.

**Step 17:**  
Click on "Background Disclosure & Authorization" in your preferred language & print. You will need to complete this form and turn it into your parish/school office. Should you wish, you may click the green arrow to enter your background check information.  
  
**A paper copy of the Authorization must be turned in before the diocese can order your background screening.**

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

Thank you for registering online.  
You will receive an email confirming your registration.  
After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.

**Background Checks by AmericanChecked**

Before the diocese is able to order your background check, a Background Disclosure and Authorization form must be submitted to your parish or school office.  
Click below to open/print your form.

- Background Check Disclosure & Authorization (English)
- Background Check Disclosure & Authorization (Spanish)
- Summary of Rights (English)
- Summary of Rights (Spanish)

 **Enter your information for a background check**