

Before completing **Protecting God's Children** training online, all participants **must** first register with **VIRTUS Online**.

Go to the Diocesan website [http://toledodiocese.org/page/protecting-youth-victim-assistance#\\_online\\_course](http://toledodiocese.org/page/protecting-youth-victim-assistance#_online_course) and click on the VIRTUS link to access the VIRTUS Registration page.

\*Please note, if you need to fulfill other requirements, the VIRTUS site will walk you through the steps to complete them.

English: [https://www.virtusonline.org/virtus/rg\\_2.cfm?theme=0&org=37396](https://www.virtusonline.org/virtus/rg_2.cfm?theme=0&org=37396)

Spanish: [https://www.virtusonline.org/virtus/sp\\_reg\\_1.cfm?theme=0%20](https://www.virtusonline.org/virtus/sp_reg_1.cfm?theme=0%20)

**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 user names.

Click **Continue** to proceed.



**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, Phone Number, Last Four Digits of SSN, and Date of Birth.

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

Click **Continue** to proceed.

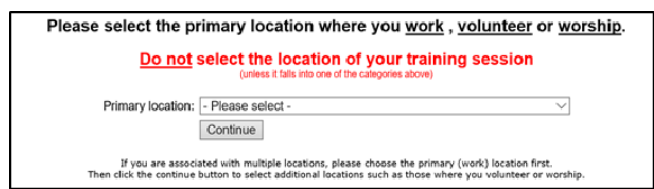
*If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.*



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

Click **Continue** to proceed.

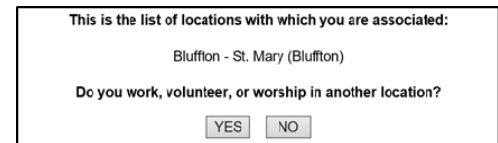
*Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).*



**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**.



**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 -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

Click **Continue** to proceed.



# Registration Instructions Diocese of Toledo

Please select any additional roles that you are associated with in the diocese, parish or school.

Click **Continue** to proceed.

Please select any **additional** roles that you play within your diocese  
Please check all that apply.

<input type="checkbox"/> Altar Server-Adult	<input type="checkbox"/> Extern Deacon
<input type="checkbox"/> Athletic Council	<input type="checkbox"/> Extern Priest
<input type="checkbox"/> Bell Choir	<input type="checkbox"/> Family Life Group
<input type="checkbox"/> Childcare	<input type="checkbox"/> Hall Monitor
<input type="checkbox"/> Choir-Children's	<input type="checkbox"/> Home-Schooled Group
<input type="checkbox"/> CYO Coach	<input type="checkbox"/> Moms' Group
<input type="checkbox"/> Diocesan Deacon	<input type="checkbox"/> Nursery
<input type="checkbox"/> Diocesan Priest	<input type="checkbox"/> Parents' Club
<input type="checkbox"/> Educator - Administrator	<input type="checkbox"/> Religious Deacon
<input type="checkbox"/> Educator - Principal	<input type="checkbox"/> Religious Formation <small>Sacramental Prep Liturgy of the Word Vacation Bible School</small>
<input type="checkbox"/> Educator - Substitute Teacher	<input type="checkbox"/> Religious Priest
<input type="checkbox"/> Educator - Teacher	<input type="checkbox"/> Scout Leader
<input type="checkbox"/> Educator - Teacher's Aide	<input type="checkbox"/> Volunteer-Miscellaneous
<input type="checkbox"/> Educator-High School Coach	<input type="checkbox"/> Youth Group
<input type="checkbox"/> Employee	


All registrants must please read the **Diocese of Toledo, Expectation Form**.

Download the **Expectation Form** by clicking the **PDF** icon. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

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

Click **Continue** to proceed.

**Diocese of Toledo**  
Expectation Form

  
Expectation Form

I have downloaded, read, and understand the expectation form for the Diocese of Toledo.

Please provide an electronic signature to confirm you have read the above document and completed the document above:

Full Name (first, middle and last):  (John D. Smith)  
Today's Date:  (mm/dd/yyyy)

Click inside the circle to select the **Online Training** you wish to complete.

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)


Click on **Begin Background Check** to be directed to the Selection.com background check secure website.

Thank you for completing the registration process.

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com to perform background checks.

By clicking this button, you will be directed to their secure website called **Fastrax**™.

You are now within the secure website of **FASTRAX**®. Please click on **Enter Background Check Info** to proceed.



The Diocese of Toledo welcomes you!

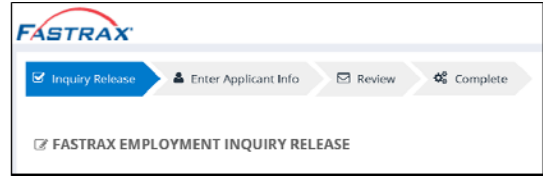
Protecting the children under the care of the Diocese of Toledo is paramount. Parishes, schools and organizations have placed their trust in everyone who has contact with children, not only clerics, employees and volunteers of the Archdiocese, but also members of other institutions that operate within the boundaries of the Archdiocese.

Everyone has a right to expect that we do everything possible to protect our children. Your background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.

Your Information  
Primary location: St. Peter Parish, Archbold

**Please** complete the steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

Once you close the *Fastrax* screen (click on the “x” in the corner), you will automatically be taken to the online training course.



**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!**

