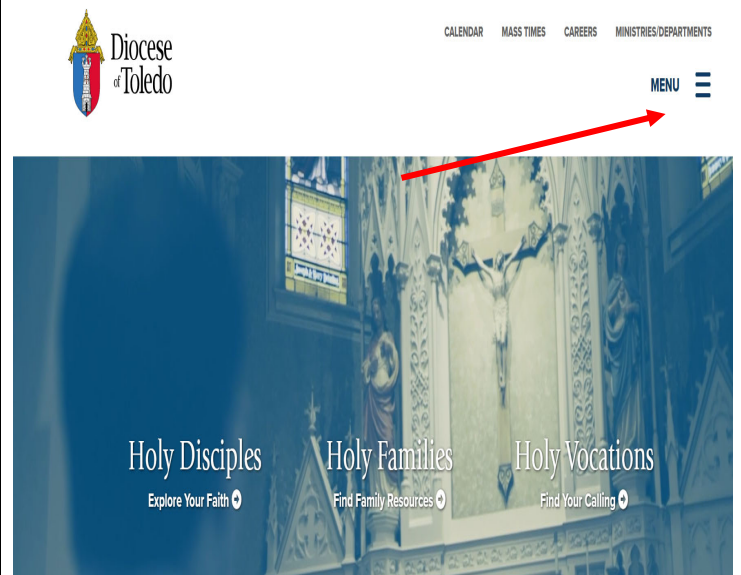


Registration Instructions Diocese of Toledo

To set up you VIRTUS account and complete your Safe Environment requirements, go to the Diocesan website at

www.toledodiocese.org

Select Menu



Select Child Protection and Youth Protection

Select VIRTUS Registration and Log In tab

<https://toledodiocese.org/virtus-registration-log-in>

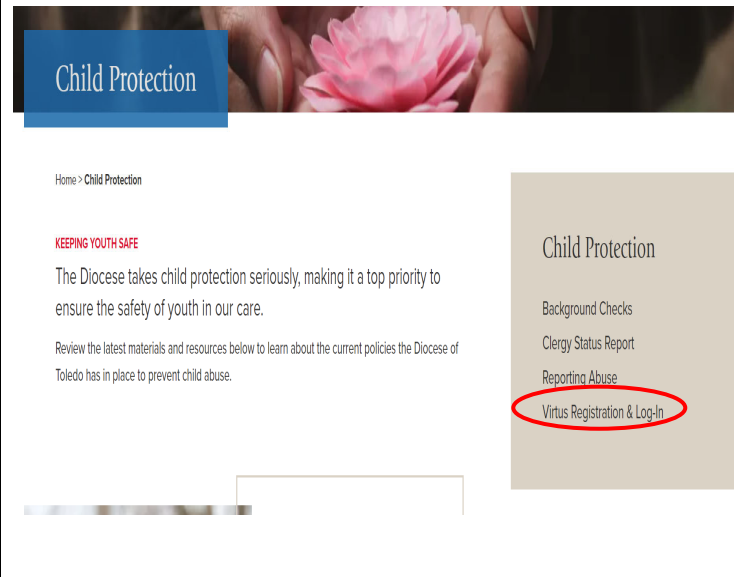
Scroll down to the bottom of the page and click on the appropriate VIRTUS link to access the VIRTUS Registration page.

English:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37396

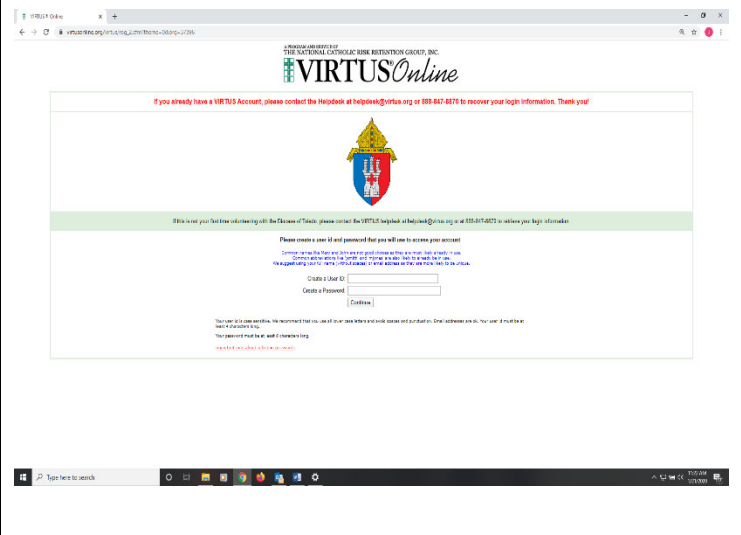
Spanish:

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.



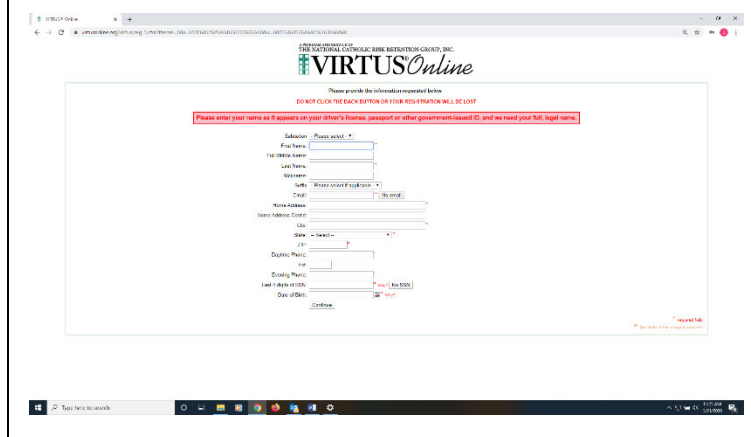
Registration Instructions Diocese of Toledo

Provide all the information requested on the screen. Several fields are required, such as: First & 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.

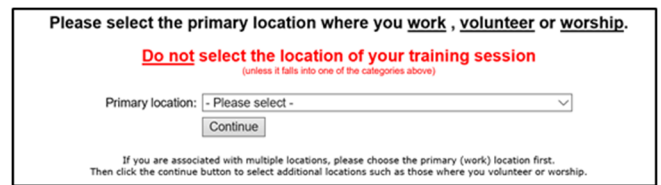
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



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).



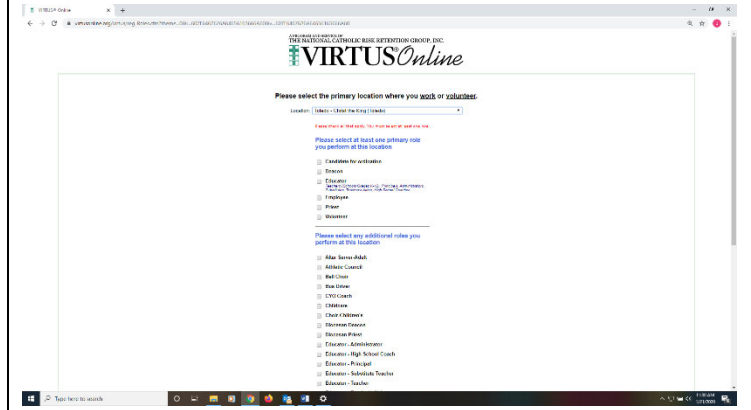
Your selected location is displayed on the screen.

Please select at least one primary role you perform at this location and as many secondary roles as you wish.

Select any additional role(s) that you serve within this entity. Please check **all** roles that apply. **NOTE:** Educator is for those who hold a state issued license and work in one of our schools.

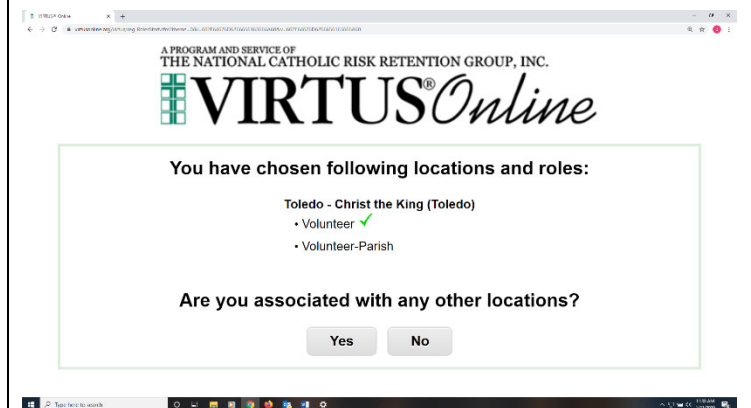
Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

Click **Continue** to proceed.



If you are associated with another location, click on “Yes” and complete the last few steps for that location.

Once you have entered all the information for each location with which you are associated, Click “No” to continue.

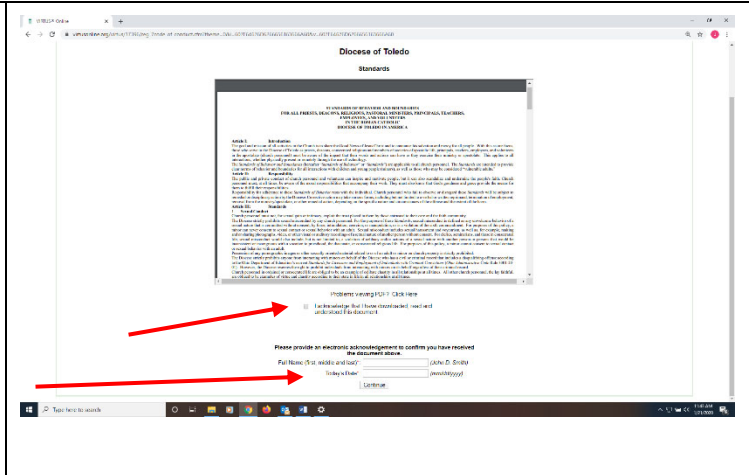


Registration Instructions Diocese of Toledo

All registrants must read and acknowledge the **Diocese of Toledo, Standards** (Standards & Guidelines).

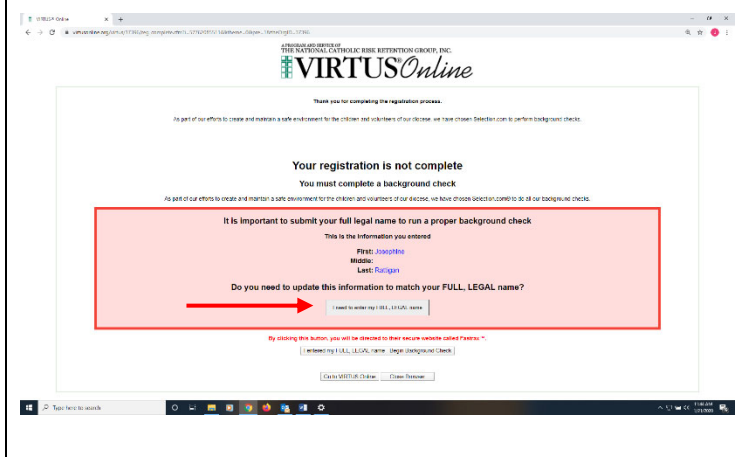
To proceed, **click the box of acknowledgement, type your name and today's date.**

Click **Continue** to proceed.



If you **did not enter your FULL LEGAL NAME**, click the white button in the pink box.

You will be taken back to the correct screen to enter your full legal name.

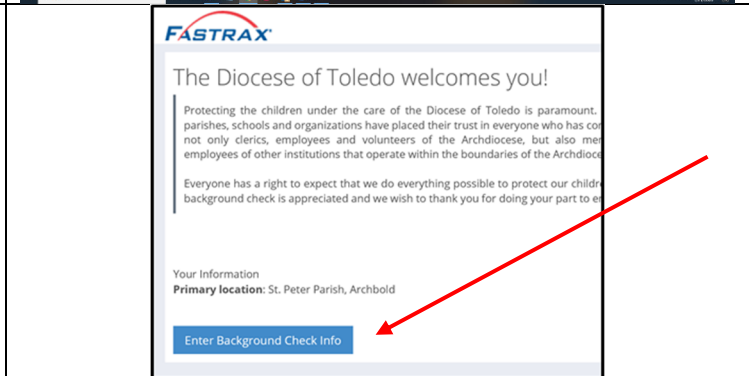


If you **entered your FULL LEGAL NAME**, click the button under the box and proceed to the background check.

Please note: if you do not complete the background check at this time and need to complete it, you will need to call the local compliance officer at your parish/school to reset it for you. You may not volunteer or work without a complete and clear background check.

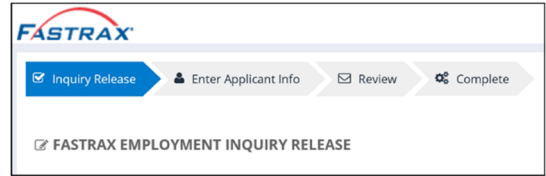


You are now within the secure website of **FASTRAX®**. Please click on **Enter Background Check Info** to proceed.



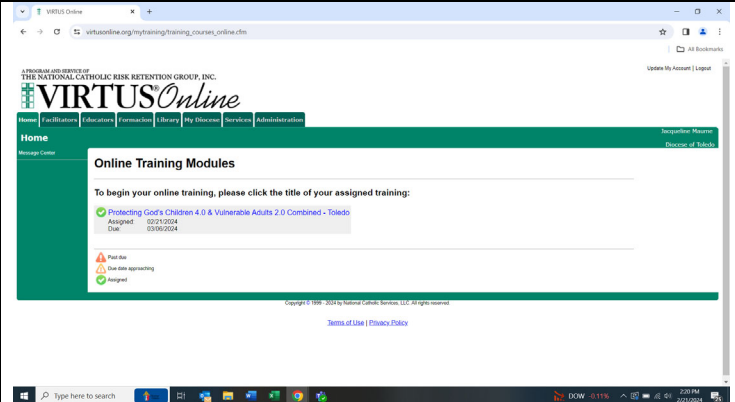
Registration Instructions Diocese of Toledo

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 have completed your background check, you will close out of Fastrax. You will see this a screen similar to this.

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 do not see this option, please click on your Training Tab.

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

