

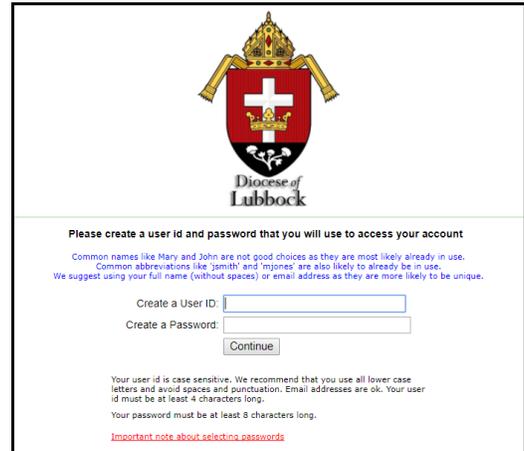
Before completing **Protecting God's Children** training online, all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37501](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37501)



**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.



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 'johnt' and 'injones' 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 8 characters long.

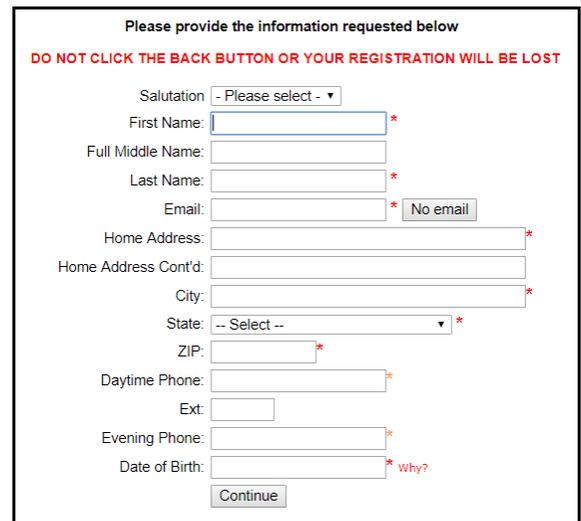
[Important note about selecting passwords](#)

**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, Phone Number, 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](mailto: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](mailto:noaddress@virtus.org).*



Please provide the information requested below

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

Salutation:

First Name:  \*

Full Middle Name:

Last Name:  \*

Email:  \*

Home Address:  \*

Home Address Cont'd:

City:  \*

State:

ZIP:  \*

Daytime Phone:  \*

Ext:

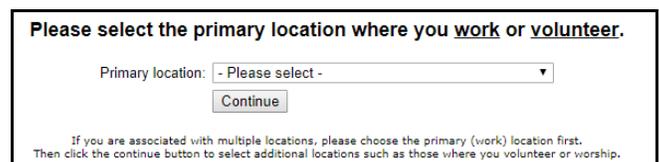
Evening Phone:  \*

Date of Birth:  \* Why?

**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).*



**Please select the primary location where you work or volunteer.**

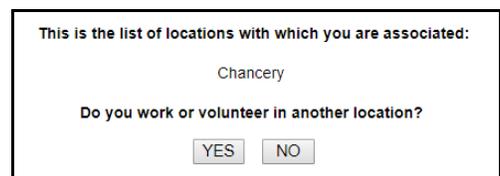
Primary location:

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.

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**.



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

Chancery

**Do you work or volunteer in another location?**

# Registration Instructions Diocese of Lubbock

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.

Please select the roles that you play within your diocese

Please check all that apply. You must select at least one role.

|   |  |
|---|--|
| <input type="checkbox"/> <b>Candidate for ordination</b><br><small>This user is in their final preparation for Ordination to the Priesthood</small>   | <input type="checkbox"/> <b>Employee</b><br><small>Anyone employed, including Consecrated Life, by the Diocese of Lubbock, other than clergy or faculty.</small>   |
| <input type="checkbox"/> <b>Deacon</b><br><small>Those ordained as Deacons in the Diocese of Lubbock.</small>   | <input type="checkbox"/> <b>Priest</b><br><small>Those ordained to the Priesthood</small>  |
| <input type="checkbox"/> <b>Educator</b><br><small>Teachers, Principals, Administrators, Vice Principals. This category does NOT include teacher aides, substitutes, or school support staff (secretaries, business managers, etc.)</small> | <input type="checkbox"/> <b>Volunteer</b><br><small>Non-volunteers (is not compensated) for various ministerial roles in the Diocese: schools, parishes or other sites that are under the auspices of the Bishop of Lubbock.</small> |

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:

Please answer the question presented.

Click **Continue** to proceed.

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

Yes

No

Please select from the following categories: In the Diocese of Lubbock, I am in the following categories:

Click **Continue** to proceed.

Please answer the following question: In the Diocese of Lubbock I am in the following category:

- Seminarian, Candidate for the Diaconate
- Priests & Deacons
- Religious Sister or Brother
- Lay Employee
- Volunteers supervising others or Volunteers who have scheduled contact with children
- Volunteer with no scheduled contact with children and no supervisory role
- Independent Contractor, Vendor, Tenant who is not working in any capacity with children
- Other (I am taking the VIRTUS training for information only or I am a member of another Archdiocese/diocese) I will not be working or volunteering in the Diocese of Lubbock

All registrants must please read the **Diocese of Lubbock, Safe Environment Program Policy**.

Download the **Safe Environment Program Policy** by clicking the **PDF** icon or on the preferred language. 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 Lubbock**

**Safe Environment Program Policy**



Safe Environment Program Policy

I hereby represent that I have downloaded, read, and understand this document.

**Please provide an electronic signature to confirm you have received the document above.**

Full Name (first, middle and last)\*:  (John D. Smith)

Today's Date\*:  (mm/dd/yyyy)

All registrants must please read the **Diocese of Lubbock Statements**.

Please confirm that you have read and understand the statements provided within the document.

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

Click **Continue** to proceed.

Diocese of Lubbock  
Statements

The Catholic Diocese of Lubbock appreciates your willingness to share your faith, gifts and skills. Promoting safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Please review each of the statements below:

I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my ministry involvement.

I represent compliance with the Diocese of Lubbock guidelines and codes for the program in which I am applying. In accordance with the Code of Conduct.

I understand that the Diocese of Lubbock has a ZERO-TOLERANCE FOR ABUSE and does not discriminate on the basis of race, ethnicity, gender, orientation or other protected categories. Only with the authority to investigate all cases of alleged abuse. Abuse of minor or vulnerable adults is grounds for immediate dismissal and possible criminal charges.

Employment that can withdraw from the application process at any time.

I understand and agree that false statements and/or omissions regarding past (current and/or former) education may be grounds for denial of the application to provide employment and/or further activities and that failure to inform the Diocese of Lubbock of the contents of a sexual criminal record will result in the automatic denial of the application.

I hereby represent that I have read, understand and affirm the statements in this document.

**Please provide an electronic acknowledgement to confirm you affirm each of the statements in 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)

If required to complete a background check, please Complete Your Mind Your Business Background Check by reading the instructions and clicking on 'Begin MYB Background Check'.

You will be led to the secured website of Mind Your Business.

If you are not required to complete a background check, you will be directed to the online training.

### Complete Your Mind Your Business Background Check

I hereby authorize the Diocese of Lubbock, by and through its independent contractor, MIND YOUR BUSINESS, INC. ("MYB"), to procure a report and/or investigative report on me. Criminal Conviction Check. \*\*Social Security Number, Trace & Education Verification. If degree required. I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative report prepared on me upon written request to MYB that is made within a reasonable time after the date hereof. I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Diocese of Lubbock, by and through MYB, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources.

#### SPECIAL INSTRUCTIONS:

\*\*If you are a volunteer who will not be in scheduled contact with children, your Social Security Number is not required during the registration process. You may complete this screen by entering all 1's (111-11-1111). If multiple results return under the same name as you, you will be required to provide additional information to MYB, including The Credit History Check is required for Clergy, Seminarians, Candidates for the Diaconate, Employees, and Volunteers with Financial Responsibility The Motor Vehicle Report is required for Clergy, Seminarians, Candidates for the Diaconate, Employees, and Volunteers with Driving Responsibility IF YOU HAVE QUESTIONS, YOU MAY CONTACT MYB 1-888-736-3776 or 1-888-869-2462 (Toll Free).

When you leave the VIRTUS site, you will be directed to the secure website of the company that performs background checks for the diocese, Mind Your Business, Inc.

Click the button below to be redirected to the Mind Your Business secure website.

Provide your Social Security Number within Mind Your Business and 'Submit' to continue.



**MIND YOUR BUSINESS**  
Background Investigation Services

310 E. 2nd Avenue  
Hendersonville, NC 27535  
P: 877.686.9912  
www.mymbus.com

The following information will be used only by the Background Screener.

Please enter the following information:

Social Security Number

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!**

### Online Training Courses

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

- Protecting God's Children® Online Awareness Session 3.0**  
Assigned: 09/28/2017  
Due: 10/12/2017