

**Are you a former *Shield the Vulnerable* user
and need to re-new your training and/or background check or add a volunteer location?**

Contact the Screening Coordinator and provide your current e-mail address!

The Screening Coordinator will:

1. Force the background check prompt and/or assign training.
2. E-mail your account information to you.

**Are you already a VIRTUS user,
but can't remember your account information?**

Contact the Screening Coordinator and provide your current e-mail address!

The Screening Coordinator will:

1. Reset your password.
2. E-mail your account information to you.

Upon receipt, log into your account using the **password "virtus"** and complete the necessary steps.

**New to VIRTUS?
Follow the instructions below!**

Everyone **must** first register with
VIRTUS Online.

To register, click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37349

Click to begin the process.

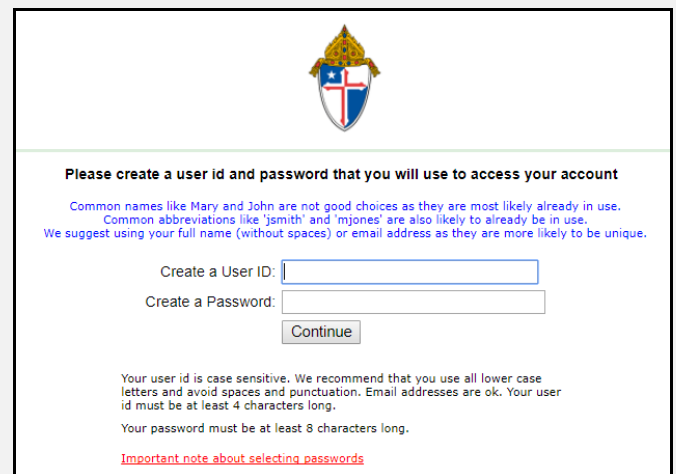


Create a User ID and Password you can easily remember. This establishes your account with the VIRTUS program.

If your preferred User ID is already taken, choose another ID.

We suggest the use of email addresses as user names.

Click **Continue** to proceed.



The screenshot shows a registration form with the following elements:

- A logo at the top center featuring a shield with a cross and a crown.
- Text: "Please create a user id and password that you will use to access your account"
- Text: "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."
- Input fields: "Create a User ID:" followed by a text box, and "Create a Password:" followed by a text box.
- A "Continue" button below the password field.
- Text: "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."
- Text: "Your password must be at least 8 characters long."
- Text: "[Important note about selecting passwords](#)"

Provide **all** the information requested.

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, gmail.com, or any other free service. This is necessary for your Safe Environment Liaisons to communicate with you.

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: *

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: **John Carroll (Bel Air)**

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.

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

Select **YES** if you need to add secondary/additional locations. (Follow previous instructions to select additional locations.)

Select **NO** if your list of locations is complete.

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

John Carroll School (Bel Air)

Do you work or volunteer in another location?

Select the **role(s)** that you serve within the Archdiocese of Baltimore and/or The John Carroll School:

VOLUNTEER WITH SUBSTANTIAL CONTRACT WITH CHILDREN =
Coaches, Summer Camps, Guest Lecturer/Educator, Parents, & Alumni.

INDEPENDENT CONTRACTOR =

Must complete a W-9 **AND** provide proof of fingerprinting with a clean State & FBI Record.

EMPLOYEE =

Must comply with **MSDE Md. Code, Educ. 6-113.2** (aka House Bill 486), be fingerprinted with a clean State & FBI record, **AND** complete **YEARLY** Trainings.

For Title use your primary role. Choose from the list below:

- Head Coach, Assistant Coach, or other role **AND** the name of the team;
- Summer Camp Name **AND** your role;
- Guest Lecturer/Educator **AND** your contact's name here at the school;
- Volunteer - Your child's year of graduation **AND** interest/area (i.e., *School Store, Sr. Trip, Sr. Project, event name, etc.*);
- Contractor (i.e., *company name AND work area*); or
- Employee - Job title **AND** department (i.e., *Spanish Teacher, World Lang. Dept.*)

Click **Continue** to proceed.

Answer the following two questions:

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

Do you drive as a part of your position/job?

(Coaches & Employees MUST select "YES")

Click **Continue** to proceed.

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

Yes No

Do you drive as a part of your position/job?

Yes No

Answer the three questions.

Failure to answer will delay the processing of your account and your ability to volunteer and/or work on campus.

Click **Continue** to proceed.

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

Yes No

Have you been terminated from volunteer service or employment due to suspected child abuse?

Yes No

Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

Yes No

We recommend that you download or print the two (2) PDF documents.



You may need to refer to them for the Q&A AND training.

Once you've left this page you will not be able to return!

To proceed, **Confirm** by clicking on: "I hereby represent that I have downloaded, read and understand the documents" and enter your full name and today's date.

Click **Continue** to proceed.

Archdiocese of Baltimore

<p style="text-align: center;">Code of Conduct for Church Personnel of the Archdiocese of Baltimore</p> <div style="text-align: center;">  PDF </div> <p style="text-align: center; font-size: small;">Code of Conduct for Church Personnel of the Archdiocese of Baltimore</p>	<p style="text-align: center;">A Statement of Policy for the Protection of Children & Youth</p> <div style="text-align: center;">  PDF </div> <p style="text-align: center; font-size: small;">A Statement of Policy for the Protection of Children & Youth</p>
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I hereby represent that I have downloaded, read, and understand this document.

Please provide an electronic signature to confirm you have read the above documents:

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

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

Answer 10 questions presented to you.

If you receive an incorrect answer, click on **Try Again**.

Click **Continue** to proceed.

▶ ***THIS IS NOT THE TRAINING*** ◀

Archdiocese of Baltimore
Policy Questions
Please answer ALL the questions presented

The Code of Conduct for Church Personnel applies only to employees of the Archdiocese.

SELECT AN ANSWER:

True
 False

Select your online session.

Click **Complete Registration** to continue.

Please select the session you wish to attend

Protecting God’s Children Online Maltreatment Awareness Session 3.2_Baltimore

Protecting God’s Children Online Maltreatment Awareness Session 3.2_Baltimore (Spanish)

Click on
Complete ESR Background Check
to be directed to the ESR background
check secure website.

Thank you for completing the registration process.

You have registered for a Protecting God’s Children Online Training session and set up your VIRTUS Online account.

Please complete your background check with Employment Screening Resources (ESR).
By clicking on the link below, you will be directed to ESR’s secure website.

[**Complete ESR Background Check**](#)

You will need to return to www.virtus.org if you log out prior to completing the online training session and re-enter your user id and password.

Complete the background check.

*Double check the accuracy of your information...
a mistype can delay your results for weeks!*

***SCROLL DOWN THE PAGE,
▶ PAST THE DIGITAL SIGNATURE, ◀
TO SUBMIT/BEGIN THE CHECK!***

Once you close the ESRCheck screen, you will automatically be taken to the online training course.

English Español

Welcome to the ESRCheck Applicant Portal.

1. You will need your Social Security Number or International ID number;
2. Your current residential address; AND
3. Prior addresses for the past seven (7) years where you lived, worked, or studied.

Click the green circle to begin Online Training

Upon completion, you have the option to **print a certificate for your records**. Screening Coordinators cannot accept a paper certificate as proof of training.

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: 10/19/2017
Due: 11/02/2017

If you have additional questions about VIRTUS Online training, contact the VIRTUS Help Desk at

1-888-847-8870.

Thank you!



**Training for Volunteers and Independent Contractors
must be renewed every five (5) years.**

Training for Employees must be renewed annually.

**The Screening Coordinator for The John Carroll School
may be reached at dteel@johncarroll.org**