

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Virtus Instructions for First-Time Registrants

- Go to www.virtusonline.org website.
- Click on the "First Time Registrant" button.
- Click the green arrow for "Begin the Registration Process."
- Click the down arrow and choose "Jefferson City, MO (Diocese)." Then click the "Selection" button.
- Click "No" to indicate that you have not previously registered with Virtus online.
- Create a User ID and Password and click "Continue."
- Fill in the blanks with the red asterisks*. Click "Continue."
- Click the down arrow and choose which Parish/Entity you belong to, then click "Continue."
- Click the appropriate boxes that apply to your role with the parish or school and type your Title or Position (e.g., Volunteer, Parent, Picnic Worker, etc.). Then click "Continue."
- Click "No" to the question asking: "Are you associated with any other locations."
- Click "Yes" or "No" (whichever applies to you) for the next three questions. Then click "Continue."
- Click on the icon for the Code of Pastoral Conduct. Read the page "Volunteer's Code of Conduct" (page 11 of the document or page 13 of 16). Checkmark the box "I hereby acknowledge that I have downloaded, read, and understand the

Deacon, Religious Brothers and Sisters, Seminarian, Deacon Candidate, Volunteer who works with minors, or the parent of a Catholic Grade School child (K-8), you will receive an email from Virtus asking you to log into your account to complete the background check screening process.

- If you are in the category in #19 and received an email from Virtus, **using only a laptop or desktop computer**, log into your Virtus account. You will be asked to verify your Date of Birth (correct it if it is wrong), then click "Continue."
- Click "Yes" or "No" (whichever applies to you) to the question: "Are you an employee or volunteer in a parish early childhood program (Pre-Kindergarten)." Then click "Continue."
- Click "No" to the question: "Have you had a background check in the past five years (or past 12 months)." This question is actually asking if you have had a background check for the Diocese of Jefferson City, not with your job or other entities. Then click "Continue."
- Click "Begin Background Check." You will be directed to Fastrax/Selection. Follow the directions on each of the screens. If you log out of your account before clicking the "Begin Background Check," please contact the Office of Child and Youth Protection to re-enter a prompt for you to complete your background check. You will receive another email from Virtus to log into your account to complete the background screening process.