

VIRTUS New Volunteer Instructions

With Substantial Contact with Children

1. To register, visit the following page: https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37349
2. Choose your username and password to continue.
3. Provide the requested information as it appears on your driver's license/government issued ID. Be sure not to click the BACK button, or your registration will be lost.
4. Select the primary location where you will work or volunteer. For parish ministries, select **Sacred Heart Glyndon (Glyndon)**, and for School parents, select **Sacred Heart Glyndon School (Glyndon)**. Click **Continue** to proceed.
5. Your locations will be listed on the screen. If you would like to add other locations where you will be volunteering, you may do so here. Otherwise, select **No**.
6. Select the role "**Volunteer with Substantial Contact with Children**" and indicate what **MINISTRY** you are volunteering with under "Title or Position of Service."
7. Answer the required question. *Please note that a driving record check is only required for individuals who will be driving others on behalf of their ministry or Sacred Heart.* Click **Continue**.
8. On this page, answer the three questions on previous volunteer service and employment.
9. Review the following documents: *Code of Conduct* and *A Statement of Policy for the Protection of Children and Youth*. 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.
10. Please answer the 10 questions about the documents you just read, then proceed.
11. Submit 3 references by entering all required information. Please note that you **MUST** provide email addresses for all references. **Save** to continue.
12. Select the online session you wish to complete (English or Spanish) and select **Complete Registration** to continue.
13. Click on **Complete ESR Background Check** to be directed to the secure website. Please complete the steps within the background check process. You will need your SSN as well as current and prior residential addresses for the past 7 years. Once you submit your consent form in ESR, you will proceed to enter your information for the background screening. When you have completed and submitted, close the screen, and go back to VIRTUS.
14. Click on the green circle to complete the online video training: **Protecting God's Children 3.2 Baltimore**.

If you have any additional questions about the VIRTUS online training, please contact the **VIRTUS HELP DESK** at 1-888-847-8870. If you have questions regarding your background check submissions, please contact the Archdiocesan Office of Child and Youth Protection at 410-547-5348

Any other questions about volunteering and approval status, please contact Alexandra Callahan, Pastoral Associate & Volunteer Screening Coordinator – acallahan@shgparish.org

Thank you for being a valued volunteer at Sacred Heart!