

Archdiocese of New Orleans Registration Instructions

Please register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

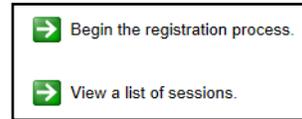
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37697

Or:

Go to <http://www.virtusonline.org>

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

Select the name of your organization New Orleans - Archdiocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Please select your Archdiocese/Diocese/Religious Organization from the list below:
- Select your organization -----> [Select]

Create a User ID and 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 usernames.

Click **Continue** to proceed.

Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, Gender, and any Additional Names.

(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 Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noadress@virtus.org).

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Please select **THE PRIMARY** location where you (will/do) work or volunteer.
Location: - Please select - [Continue]

Archdiocese of New Orleans Registration Instructions

Your selected location(s) are displayed on the screen.
Please select the roles you perform at this location and enter a brief description of your title or position.

Select **Continue** to proceed.

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

Location:

Please select the primary role you perform at this location

- Employee**
Works for a parish, school or agency of the archdiocese; is paid or receives a stipend.
- Volunteer**
A volunteer serves in a variety of positions without pay or remuneration of any kind. Those who receive a stipend or any financial compensation are considered employees.
- Priest**
An ordained man, who has faculties in the Archdiocese of New Orleans.
- Deacon**
A deacon is an ordained member of the clergy. Choose this role if you have been ordained a permanent deacon and serve as a deacon at a parish.
- Candidate for ordination**
Seminarian or Deacon Candidate
- Educator**
Catholic School teachers, substitute teachers, and staff, including accredited and non-accredited staff in the Catholic Schools, i.e. salaried teachers, principals, administrators, and non-teaching school staff. This role is NOT for Catechists or Parish Religion Educator staff (they should use the volunteer role or employee role).

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:

Please answer the questions presented.

Select **Continue** to proceed.

Are you a parent or guardian of a child under 18?

Yes
 No

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

Yes
 No

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

Yes
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

Yes
 No

Please review the following documents and respond:

➤ **Policy Concerning Abuse or Neglect of Minors**

To proceed and acknowledge each document, please **Confirm** by clicking on: "I have downloaded, read, understand, and abide by this document." and enter your full name and today's date.

Click on **Continue**.

Archdiocese of New Orleans
Policy Concerning Abuse or Neglect of Minors

Policy Concerning Abuse and Neglect of Minors or Vulnerable Adults

July 1, 2021

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I have downloaded, read, and understand this document.

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

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

Today's Date:

Archdiocese of New Orleans Registration Instructions

Please review the following documents and respond:

➤ **Principles of Ethics and Integrity in Ministry**

To proceed and acknowledge each document, please **Confirm** by clicking on: "I have downloaded, read, understand, and abide by this document." and enter your full name and today's date.

Click on **Continue**.

Archdiocese of New Orleans
Principles of Ethics and Integrity in Ministry

**PRINCIPLES OF ETHICS AND INTEGRITY IN MINISTRY:
CODE OF ETHICS**

July 1, 2021

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I have downloaded, read, and understand this document.

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

Full Name (first, middle and last): (John D. Smith)
Today's Date: (mm/dd/yyyy)

Please review the following documents and respond:

➤ **Technology Policy For Pastoral Work with Young People**

To proceed and acknowledge each document, please **Confirm** by clicking on: "I have downloaded, read, understand, and abide by this document." and enter your full name and today's date.

Click on **Continue**.

Archdiocese of New Orleans
Technology Policy For Pastoral Work with Young People

Technology Policy For Pastoral Work with Young People

Technology Policy For Pastoral Work with Young People



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Full Name (first, middle and last): (John D. Smith)
Today's Date: (mm/dd/yyyy)

Archdiocese of New Orleans Registration Instructions

Please review the following documents and respond:

➤ **Background Screening Policy**

To proceed and acknowledge each document, please **Confirm** by clicking on: "I have downloaded, read, and understand this document." and enter your full name and today's date.

Click on **Continue**.

Archdiocese of New Orleans
Background Screening Policy

1 of 2

CRIMINAL BACKGROUND CHECK POLICY

July 1, 2021

It is the policy of the Archdiocese to promote an environment in which children and vulnerable adults who participate in the Church's ministry and services can expect to do so in safety and without fear, in an atmosphere of mutual trust and respect. Therefore, a criminal background check will be completed on all church personnel of the Archdiocese who have contact with minors or vulnerable adults.

Definitions:

- **"Adult"** (major) means any individual eighteen (18) years of age or older, this does not include vulnerable adults as defined in this policy.
- **"Minor"** is any individual under the age of eighteen (18). Students in high school over the age of 18 enrolled in youth programs of the archdiocese, including schools, are covered under the policies of the archdiocese as a minor.
- **"Church Personnel"** is any priest or deacon (cleric), seminarian, aspirant, deacon candidate, religious in formation, or lay faithful who serve the Archdiocese or its related entities in ministry to minors or vulnerable adults as either clergy, employees or volunteers.
- **"Vulnerable Adult"** is an individual 18 or older who is dependent on the care of others and who is ministered to by church personnel.
- **"Supervisor"** is a pastor of a parish, principal of a school, or the director of an archdiocesan office or related entity or their delegate responsible for the oversight of those individuals who serve in the Archdiocese.
- **"Contact with Minors" or "Vulnerable Adults"** includes any church personnel having the possibility of on-going, unsupervised contact with minors or vulnerable adults; any church personnel foreseen to have more than 8 hours contact with minors; any church personnel attending an identifiable event.

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I have downloaded, read, and understand this document.

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

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

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

Please review the following questions and, if needed, provide an explanation.

Click on **Continue**.

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

Yes
 No

If yes, please explain

Have you even been convicted or pled guilty or no contest to any criminal offense?

Yes
 No

If yes, please explain

Have you changed your last name in the past 5 years?

Yes
 No

If yes, what was your previous last name?

At any time during the past 5 years have you lived in a different state (within the United States) or do you currently live outside the state this Diocese is located in?

Yes
 No

If yes, in what state did you live?

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If presented with the background check screen, please review, and then click on **I entered my FULL, LEGAL name - Begin Background Check** on the screen to be directed to the Selection.com background check secure website, **FASTRAX®**.

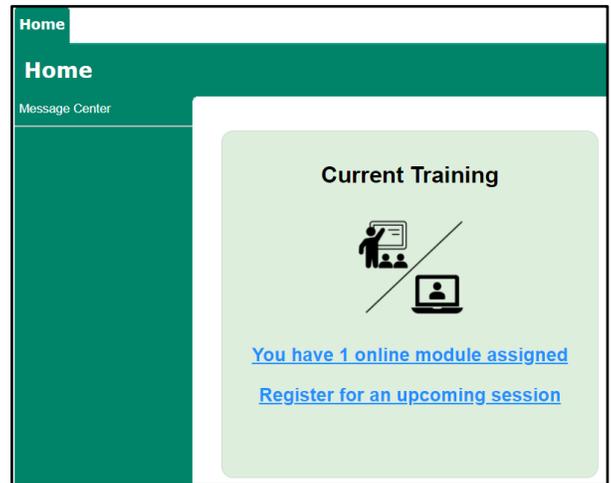
Within the secure website of **FASTRAX®**, please click on **Enter Background Check Info** to proceed.

Please complete the following 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.

To contact the background check provider with any issues within **FASTRAX**, please contact the Selection.com helpdesk at 800-325-3609.



Please click on the link that state you have an online module assigned.



Please 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 for completing the registration process!

