

Registration Instructions Diocese of Reno

Before completing **Protecting God's Children** training, all participants **must** first register with **VIRTUS Online**.

Go to the Diocesan Safe Environment website at:

<https://www.highdesertcatholic.org/safeenvironment/>

and scroll down to the tab labeled "Find a Safe Environment/ Protecting God's Children Training Session" and click the tab. You will then click on the **VIRTUS Registration** link by selecting the preferred language.

Virtus Registration: To register for a Training Session Click on the preferred language.
Registracion en Virtus: Para registrarse en una sesión de entrenamiento, haga clic en el idioma preferido.

English

Español

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 the username.

Click **Continue** to proceed.

ROMAN CATHOLIC
DIOCESE OF RENO

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 'smith' and 'm'jones' 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, 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.

Please provide the information requested below

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

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation:

First Name: *

Full Middle Name:

Last Name: *

Nickname:

Suffix:

Email: *

Home Address: *

Home Address Cont'd:

City: *

State:

ZIP/Postal Code: *

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 and your associated Role(s).

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).)

In this step, DO NOT select the location of your training session - you will pick that later.

We are asking for the primary location where you work or volunteer.

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Please select the primary location where you work or volunteer.

Location:

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

Please select at least one primary role you perform at this location

Employee (Parish/Parochial)

Employee (Diocesan/Eparchial)

Volunteer

Priest

Deacon

Candidate for ordination

Educator

Please select any additional roles you perform at this location

Seminarian

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:

Your selected location(s) and role(s) are displayed on the screen.
Select **YES**, if you need to add secondary/additional locations and roles.

Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

Immaculate Conception (Sparks)
• Volunteer ✓

Are you associated with any other locations?

Please answer Yes or No to the three questions presented.

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

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

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

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

Click **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

Registration Instructions Diocese of Reno

All registrants must please read the document **Reporting on Child Abuse**.

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

Click **Continue** to proceed.

Reporting on Child Abuse

Problems viewing PDF? [Download](#)

I have downloaded, read and understood the document.

Please provide an electronic acknowledgement to confirm you have read this document.

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

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

[Continue](#)

All registrants must please read the **Memo on Child Abuse**.

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

Click **Continue** to proceed.

Memo on Child Abuse

Problems viewing PDF? [Download](#)

I have downloaded, read and understood the memo.

Please provide an electronic acknowledgement to confirm you have read this document.

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

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

[Continue](#)

Registration Instructions Diocese of Reno

All registrants must please read the **Memo on Elder Abuse**.

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

Click **Continue** to proceed.

Please answer Yes or No to:

Have you had a background check in the past five years for the Diocese of Reno?

Have you had a background check in the past five years for the Diocese of Reno?

Please answer Yes or No to:

Have you already attended a VIRTUS Protecting God's Children Session?

Have you already attended a VIRTUS Protecting God's Children Session?

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** Protecting God's Children instructor-led sessions scheduled for the **Diocese of Reno** and the option to select a Protecting God's Children for Adults online training session.

When you find the instructor-led session training you wish to attend or the accessible online training, click the circle -- and then click **Complete Registration**.

If you chose **YES**, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Reno**.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

Protecting God's Children for Adults

Where: St. Thomas Aquinas Cathedral (Reno)
310 West Second Street

When: Saturday, July 30, 2022
12:00 PM

Estimated length of session: 3 hrs

Spaces remaining: 13 of 15

Language: This session will be conducted in English

Notes: The Session will be held in Righini Hall. AWARENESS SESSIONS ARE FOR ADULTS 18 YEARS AND OLDER. CHILDREN OF ANY AGE ARE NOT PERMITTED.

Wheelchair accessible: Yes

Click on **Begin Background Check** to be directed to the Selection.com background check secure website, **TRAK-1**.

Your registration is almost complete.

One final step...

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Trak-1 to perform our background checks.

Please complete your background check with Trak-1. By clicking on the link below, you will be directed to Trak-1's secure website.

[* Complete Trak-1 Background Check ***](#)**

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You are now within the secure website of **PeopleFacts**. Please click on **Enter Background Check** Info to proceed. If you have any issues with the background check submission, please contact **PeopleFacts** at consumerquestions@trak-1 or call **800-600-8999**.

Please note: Once you close the **PeopleFacts** screen and have chosen **Online Training**, you will need to go back to www.virtus.org and enter your login information to complete the Protecting God's Children Online Awareness Session module.

If you chose to attend the **Live instructor-led** Protecting God's Children Awareness session, you will receive a confirmation email.



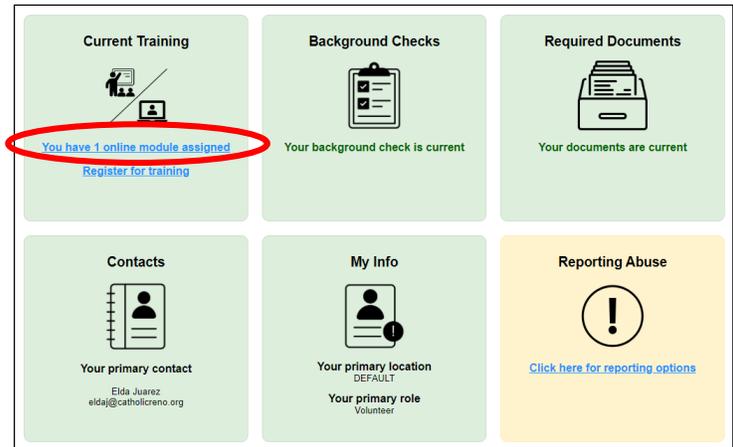
PeopleFacts

Applications

DISCLOSURE REGARDING CONSUMER REPORTS

Obtaining a Background Check
You acknowledge and understand that in connection with your application for work or to volunteer, we may obtain a "consumer report" and/or an "investigative consumer report" on you from PeopleFacts, a consumer reporting agency, or from any third party, in strict compliance with both state and federal law.

For **Online Training only**, click the link within the box that says **"Current Training"** to complete your online module.



<p>Current Training</p>  <p>You have 1 online module assigned Register for training</p>	<p>Background Checks</p>  <p>Your background check is current</p>	<p>Required Documents</p>  <p>Your documents are current</p>
<p>Contacts</p>  <p>Your primary contact Elda Juarez elda@catholicoreno.org</p>	<p>My Info</p>  <p>Your primary location DEFAULT Your primary role Volunteer</p>	<p>Reporting Abuse</p>  <p>Click here for reporting options</p>

To complete online training, please click on the **green circle** to begin the **Online Training**

Please note that you will be notified via email each month and required to complete 24 bulletins for two years, and then a final email reminder to complete a re-certification online training module. 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.

Online Training Modules

Please note that you will notified via email each month and required to complete 24 bulletins for two years, and then a final email reminder to complete a re-certification online training module.

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

 **Protecting God's Children® Online Awareness Session 4.0**

Assigned: 06/02/2022
Due: 06/16/2022

Other Languages Available (You may change versions)
Otros idiomas disponibles (puede cambiar versiones)

Change to: Protecting God's Children® Online Awareness Session 4.0 (Español)

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

