

# VIRTUS & Background Check Registration Instructions

For volunteers at St. Henry Parish (Dayton) or Bishop Leibold School

As of January 1, 2014, the registration process for VIRTUS Sessions and background checks has been combined and can be completed entirely online.

## Request a Fastrax Token

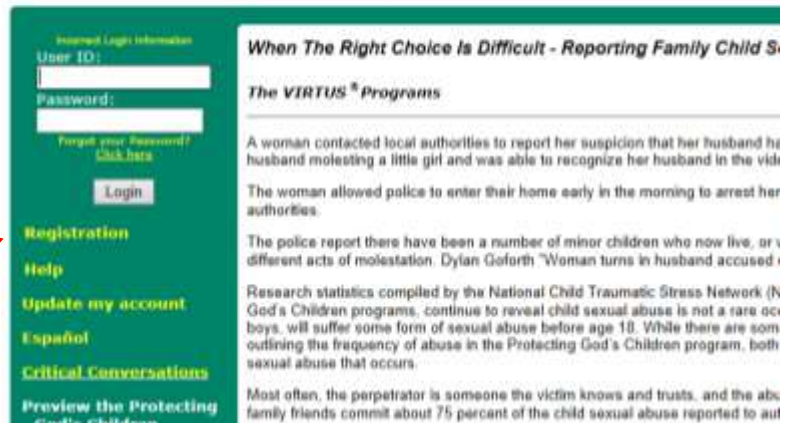
Prior to creating an account, you need to obtain a Fastrax token for the background check and to avoid self-pay. Please email the Safe Environment Coordinator, Mary Ehret, at [mehret@sthenryparish.com](mailto:mehret@sthenryparish.com). You will receive an email with a token number. That number will be unique to you and can not be used by anyone else. Your immediate supervisor in ministry will also receive an email with this number.

## VIRTUS & Background Check Registration

(do not begin until you have your unique Fastrax token)

**Step 1:** Go to [www.virtus.org](http://www.virtus.org)

**Step 2:** Click "Registration"



**Step 3:** Complete your personal information, using your full name as it appears on your Driver's License. Click Continue once finished.

Please provide the information requested below.

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

Enter your name as it appears on your driver's license or passport

Selection:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN:

Date of Birth:

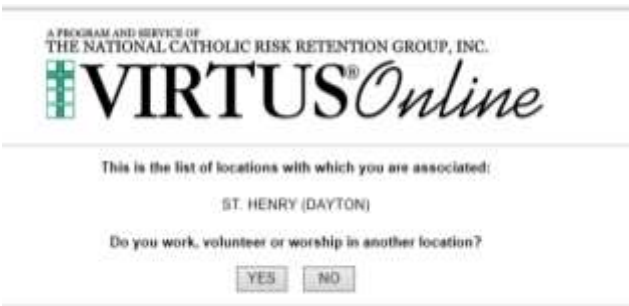
| Background Check Information                                |            |           |
|---|------------|-----------|
| List any aliases, maiden names, or previous marriage names. |            |           |
|   | first name | last name |
| Alias 1:  |            |           |
| Alias 2:  |            |           |
| Alias 3:  |            |           |

**Step 4:** Select “Cincinnati, OH (Archdiocese)” as your Archdiocese/Diocese/religious Organization.



**Step 5:** Select the location that is the PRIMARY location at which you volunteer. You will be able to add other locations in the next step. Note: Be sure to select “St. Henry Parish (DAYTON)” if St. Henry is your primary location.

**Step 6:** If you volunteer at any other parish or Archdiocesan institutions (schools, etc), click “YES”, and choose those institutions. If you do not, click “No”.



**Step 7:** Indicate your role with the organization, most commonly “Volunteer.” Then in the box explain your role, such as “Coach” or “catechist,” etc.

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## VIRTUS<sup>®</sup>Online

Please select the roles that you play within your diocese

*Please check all that apply.*

- Employee (Parish/Pastoral)**  
Anyone who is employed by the parish, school or institution and is NOT certified by the Ohio Department of Education. For example: -Catholic staff, Maintenance, Archivist staff, Administrative staff, Pastoral Care, Business Manager, Pastoral Care, Pastoral Care, Pastoral Care.
- Employee (Diocesan/Episcopal)**  
This is an employee of the Ohio Department of Education (Diocesan) or the Ohio Department of Education (Diocesan) or the Ohio Department of Education (Diocesan) or the Ohio Department of Education (Diocesan).
- Volunteer**  
Anyone who volunteers any time of their life. For example: -Grade school coach, Parish youth, CCD, POF teacher, Mission, Mission, Social, Mission, Heritage Day, Field Trip, etc.
- Deacon**  
Ordained Permanent Deacon only.
- Candidate for ordination**  
Person currently attending classes for the ordination of the Diocese or Diocese, the Pontifical College Josephine in Cincinnati, or the Holy Sepulchre College in Cincinnati.
- Educator**  
Anyone who is certified by the Ohio Department of Education to include: -Elementary or high school teacher, -Elementary or high school teacher aide or classroom aide, -High school coach, -Post-activity supervisor, -Post-activity, -Post-activity or program leader, -Student teacher, -Substitute teacher.
- Priest**  
In addition to membership of Diocesan priests, this includes all priest serving faculties from other Dioceses and Religious Orders. This also includes priests who are in residence with the Archbishop of Cincinnati.

If you have a title within your diocese, please enter it below.  
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan Position:

**Step 8:** Indicate that you have read through the Child Protection Decree of the Archdiocese of Cincinnati. Click the links to download a PDF of each document. Click the button indicating that you have read them.

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## VIRTUS<sup>®</sup>Online

Archdiocese of Cincinnati  
Child Protection Decree

[PDF](#) [PDF](#) [PDF](#)

Child Protection Decree Child Protection Decree (Spanish) Child Protection Decree (Brazilian)

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## VIRTUS<sup>®</sup>Online

Please select the session you wish to attend

- Protecting God's Children for Adults**  
 Office: IMMACULATE CONCEPTION (BOKINS)  
 116 N. MILL STREET, PO BOX 519  
 Office: Monday, January 20, 2014  
 2:30 PM  
 Estimated length of session: 3 hrs  
 Spaces remaining: unlimited  
 Language: This session will be conducted in English  
 Site: [IC Campus](#)
- Protecting God's Children for Adults**  
 Office: ST. LUKE (DAYTON)  
 1440 N. FAIRFIELD ROAD  
 Office: Tuesday, January 21, 2014  
 6:00 PM  
 Estimated length of session: 3 hrs  
 Spaces remaining: **FULL - Please select another session or contact Bruce Gumbel (513) 426-1733 x202 for assistance**  
 Language: This session will be conducted in English  
 Site: [Hold in James Center - East Room - Registration \\$20 for 6-15 seats](#)
- Protecting God's Children for Adults**  
 Office: ARCHDIOCESE OF CINCINNATI - CENTRAL OFFICES (CINCINNATI)  
 100 EAST EIGHTH STREET  
 Office: Wednesday, January 22, 2014  
 9:00 AM  
 Estimated length of session: 3 hrs  
 Spaces remaining: 22 of 24  
 Language: This session will be conducted in English

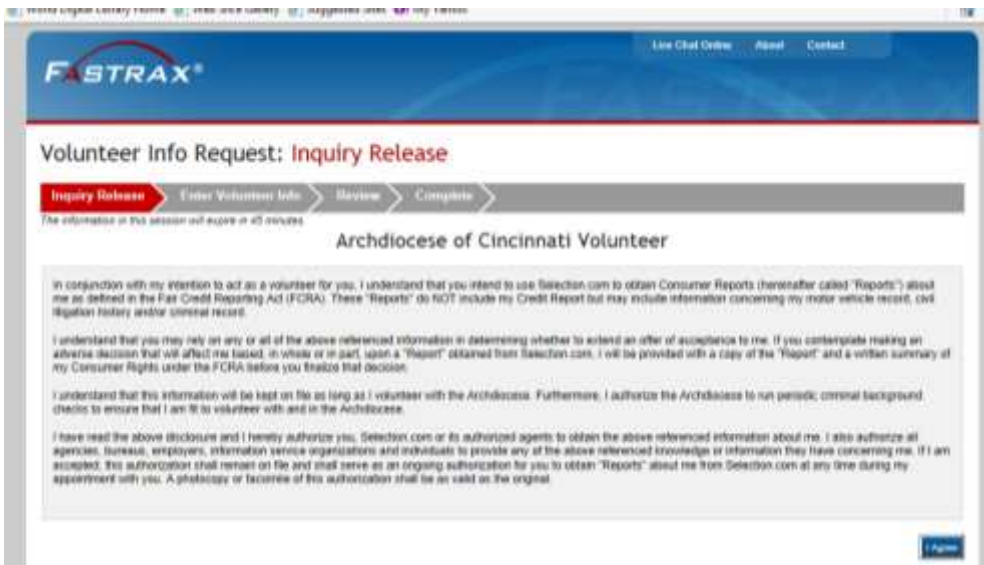
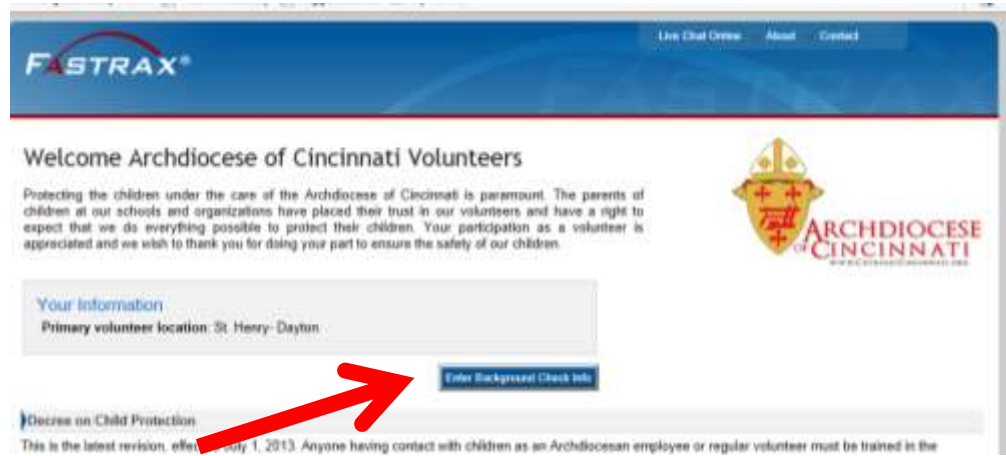
**Step 9:** This is a list of times and locations you are able to take the VIRTUS Awareness Session. You may attend any session listed, regardless of where you volunteer. Once you click the button next to your chosen date, it will ask you to confirm that is the session you wish to attend. You will receive a confirmation email indicating the date and time of your session.

**Step 10:** From the confirmation screen, you need select “Enter Background Check Information” in order to complete required background check.



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**Step 11:** Verify that your primary volunteer location is correct, and click “Enter Background Check Info.”



**Step 12:** Read through the waiver form, in which you give permission to have a background check performed, and have the results released to the Archdiocese of Cincinnati. Click “I Agree”.

**Step 13:** Fill in your complete information, and scroll down to the “Payment” Section.

**Step 14: Payment: Do NOT input your personal payment information.** Find the box that says “Enter Fastrax Token Information,” and input your unique token code you obtained earlier. **Click “Validate Token.”**



**After you click “Validate Token,”** you should see “Valid Token: your token.” This token will be accepted for payment.” Click “Next.”

### Volunteer Info Request: **Review**

[Inquiry Release](#) [Enter Volunteer Info](#) **Review** [Complete](#) [Back](#)

**Request Summary**  
Please review your request info before submitting. To make changes, use the back buttons on this page.

**Volunteer Information**

|                             |                                     |
|-----------------------------|-------------------------------------|
| <b>Name:</b> Christie Cotto | <b>Address:</b> 140 Mallard Glen Dr |
| <b>SSN:</b> 299-79-7458     | 1                                   |
| <b>DOB:</b> 3/14/1979       | Cantonville, OH 45458               |
| <b>Gender:</b> Female       |                                     |
| <b>Race:</b> White          | <b>Phone:</b> (937) 416-2434        |
| <b>Marital Name:</b>        | <b>Type:</b> Cell                   |
|                             | <b>Notes:</b> Any title             |

**Convicted of a misdemeanor or felony:** No  
**Details:**

**Notes:**

**Volunteer Notices**

**Requesting a copy of your background check:**

- If you would like a copy of your completed report, check the box below and provide your email address. A copy of your report will be sent to you.
- You may review any reports by calling 800-325-3609 between the hours of 8am – 5pm Eastern Time.
- By checking this box, I request to receive a free copy of any consumer report ordered on me.

Enter Email Address Here:  [No email address](#)

[Back](#) [Submit Request](#)

**Step 15:** Verify that the information on the screen is accurate. You will NOT be able to change anything after this step. If you wish to receive an emailed version of your background check, input your email address in the box with a red arrow.

**Step 16:** This is a confirmation page that your background check has been submitted. Once you have completed your VIRTUS Session, your location will be notified that you are compliant. **Note: you are NOT compliant until you have completed BOTH steps.**

[Live Chat Online](#) [About](#) [Contact](#)

**FASTRAX®**

### Volunteer Info Request: **Confirmation**

[Inquiry Release](#) [Enter Volunteer Info](#) [Review](#) **Complete**

**Your request has been successfully submitted.**

Thank you for doing your part to ensure the safety of the children of the Archdiocese of Cincinnati.

**Fastrax Token Receipt** [Printer Friendly](#)

**Name:** [REDACTED]  
**Fastrax Token:** [REDACTED]  
**Transaction Date:** 1/20/2014 2:14:08 PM  
**Location:** St. Henry- Dayton

Once the Archdiocese of Cincinnati has received a clear criminal background check and confirmation that you have attended a VIRTUS® Child Awareness Session for the Decree on Child Protection, the information will be provided to the location(s) you indicated on the form you completed for the criminal background check. No information will be provided to the location(s) until both processes are completed.

The results of your background check will be sent to the Archdiocese of Cincinnati and to you if you requested a copy. This process could take up to 3 days to complete.