

Diocese of Pittsburgh Registration Instructions for Organization Employee

Please click on this link to access the VIRTUS Registration page:

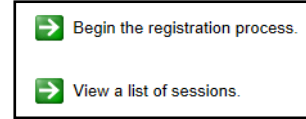
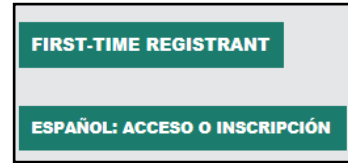
https://www.virtusonline.org/virtus/15497/reg_pwd.cfm?theme=0

Or:

Go to www.virtus.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 **Pittsburgh** - Diocese (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]

Please enter the access code provided by your Diocese, Parish, or School.

To register as a new user with VIRTUS, you need an access code to proceed. If you do not have the code, contact your parish or school [Safe Environment Site Administrator/Coordinator](#) to obtain.

Click **Continue** to proceed.

Please enter the access code provided.
Click **Continue to Proceed**.

[Continue]

To register as a new user with VIRTUS, you need an access code to proceed.
If you do not have the access code, contact your parish or school Safe Environment Site Administrator/Coordinator to obtain.

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.

 **CATHOLIC DIOCESE OF
PITTSBURGH**

Please create a user id and password that you will use to access your account

1. Create a user ID - it must be 4 or more characters, and it is case sensitive.
2. Create a password - it must be 8 or more characters, and it is case sensitive.

Create a User ID: []

Create a Password: []

[Continue]

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, and Gender.

(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.

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 - Please select -> []

First Name: []

Full Middle Name: []

Last Name: []

Nickname: []

Suffix - Please select if applicable -> []

Email: [] [No email]

Home Address: []

Home Address Cont'd: []

City: []

State: -- Select --> []

ZIP/Postal Code: []

Daytime Phone: [] (555-555-5555)

Ext: []

Evening Phone: [] (555-555-5555)

Cell Phone: [] (555-555-5555)

Date of Birth: [] [35]

Gender: -- Select --> []

List any additional names (maiden, married or aliases)

	first name	last name
Name 1	[]	[]
Name 2	[]	[]
Name 3	[]	[]

[Continue]

Diocese of Pittsburgh Registration Instructions for Organization Employee

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

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**.

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

Location:

Select the role(s) that you serve within the Diocese of Pittsburgh and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **Continue** to proceed.

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

Organization Employee
Catholic Charities, etc.

Organization Volunteer
Catholic Charities, etc.

Candidate for ordination
Seminarian or Deacon Candidate

Central Administration Employee

Deacon

Educator
Catholic School Teacher

Parish Employee

Parish Volunteer

Preschool/Child Care Services Employee

Priest

School Employee

School Volunteer

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

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. (Follow instructions in previous step to select additional locations.)

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

You have chosen following locations and roles:

Catholic Charities Diocese of Pittsburgh (Pittsburgh)

• Organization Employee ✓

Are you associated with any other locations?

Diocese of Pittsburgh Registration Instructions for Organization Employee

Please review the following **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania** and respond:

➤ **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

Diocese of Pittsburgh, PA
Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania

Effective Date: **November 1, 2007**
Revised: **October 1, 2015**

I hereby represent that I have downloaded, read, and understand this document and agree to abide by it.

Please provide an electronic acknowledgement to confirm you have received the document above.
Full Name (first, middle and last):
Today's Date:

[Continue](#)

Please review the following **Code of Pastoral Conduct**, and respond:

➤ **Code of Pastoral Conduct**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

Diocese of Pittsburgh, PA
Code of Pastoral Conduct

Issued: **August 2003**
Revised: **June 2008 & August 2017**

I hereby represent that I have downloaded, read, and understand this document and agree to abide by it.

Please provide an electronic acknowledgement to confirm you have received the document above.
Full Name (first, middle and last):
Today's Date:

[Continue](#)

Please review the following **Declaration** and respond:

➤ **Declarations**

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

Click on **Continue**.

Diocese of Pittsburgh, PA
Declarations

The safety of anyone, especially children, who are entrusted to the care of the Catholic Diocese of Pittsburgh is of the highest importance. In the interest of assuring the creation of a safe environment in our parishes and schools, please initial each of the statements below.

- I declare that all statements contained in this application are true and that any misrepresentation or omission is cause for rejection of my application or dismissal from my ministry involvement.
- I hereby authorize the Catholic Diocese of Pittsburgh to conduct a personal and professional background check for the purposes of my application at the Catholic Diocese of Pittsburgh. The Catholic Diocese of Pittsburgh may contact any references, past or current employers, church, youth organizations, or agencies where volunteer service has been rendered, and any individual or organization which might be relevant to my desired position. I hereby release all of the above stated persons from any and all liability for damages that might occur during the Catholic Diocese of Pittsburgh's contact with the individuals for purposes of employment or volunteer service.
- I also hereby authorize the Catholic Diocese of Pittsburgh to conduct a criminal background check, arrest records check, abuse registry check, and driving record check for the purposes of my employment or volunteer services.
- I understand and agree that information may be obtained from sources that I provided above and that this information will be held confidentially by the Catholic Diocese of Pittsburgh and not revealed to me. If the Catholic Diocese of Pittsburgh should

I hereby represent that 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):
Today's Date:

[Continue](#)

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Please answer the following questions.

Click on **Continue**.

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

- Yes
- No

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

- Yes
- No

Continue

Please answer the following question.

Click on **Continue**.

Have you lived in Pennsylvania for the past 10 consecutive years?

- Yes
- No

Continue

Please select from a list of Ministry/Title/Functions and select any/all of the positions you hold.

Click on **Continue**.

Ministry/Title/Function List

Please select any/all of the positions you hold:

Continue

Within the red boxes, please click on each link to complete the required compliance items presented.

Within the **"Background Checks"** box, you will need to complete the "Needed Child Abuse History Clearance" and, if required, the "Needed FBI Clearance."

IMPORTANT: Non-residents of Pennsylvania must obtain a Child Abuse History Certification (or its equivalent) as well as a state criminal record check from their state of domicile.

If presented with this **"Required Documents"** box, you must complete the **Needed Mandated Reporter Training**. This training will take up to **three hours**. Once you click within the box, please click on the **Mandated Reporter Training** link to begin the process.

If you have any questions regarding the Background Checks or Required Documents, please contact your Site Administrator within the **Contacts** box. Thank you!

