

Diocese of Pittsburgh Registration Instructions for Organization Volunteer

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

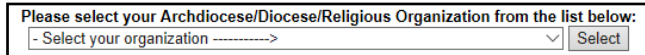
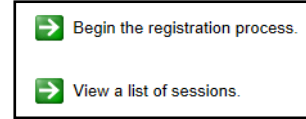
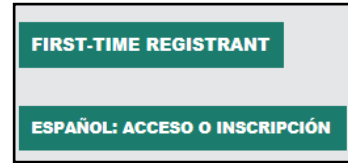
https://www.virtusonline.org/virtus/15497/reg_pwd.cfm?theme=0

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**.

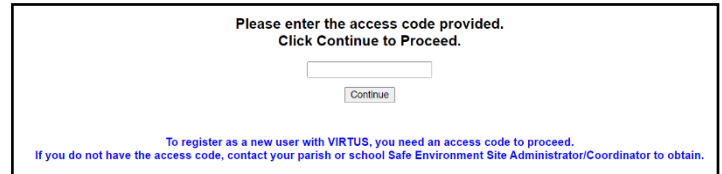
Select the name of your organization **Pittsburgh** - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Please 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.



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.

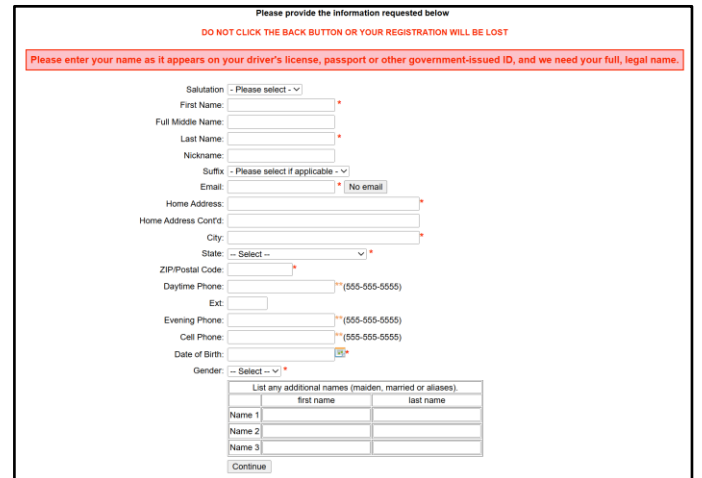


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and Gender.

(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.



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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 Volunteer ✓

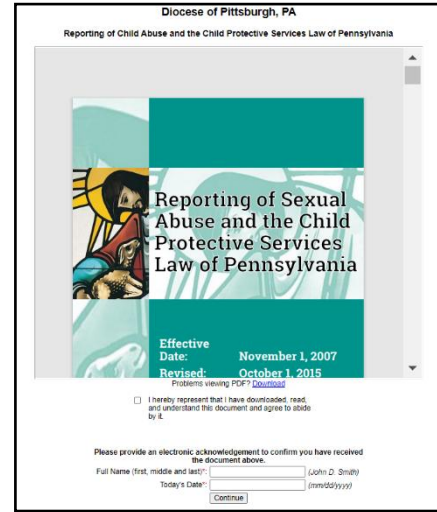
Are you associated with any other locations?

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**.

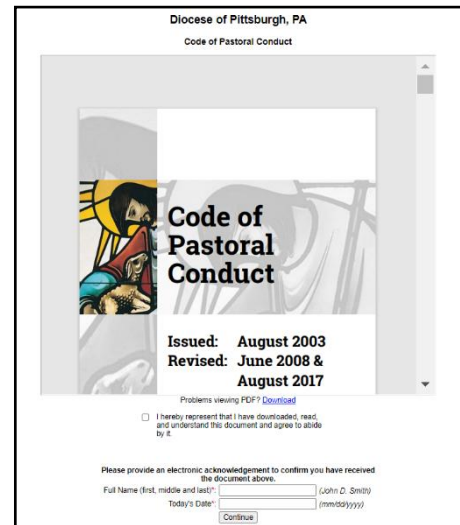


Please review the following **Code of Pastoral Conduct**, and respond:

➤ **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**.

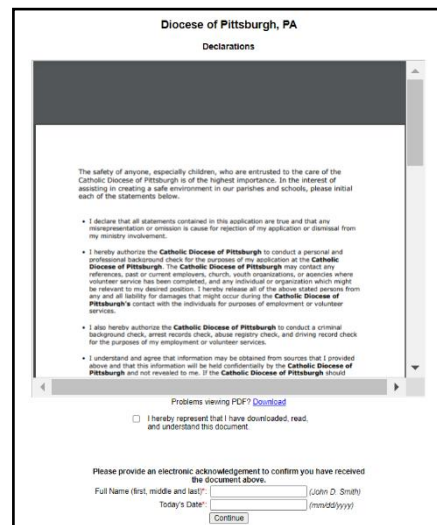


Please review the following **Declaration** and respond:

➤ **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**.



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!

