

# Diocese of Jackson Registration Instructions

**Before** attending an instructor-led (live) session, all participants **must** register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

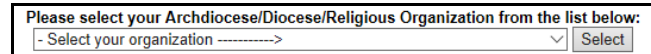
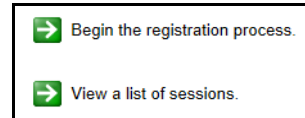
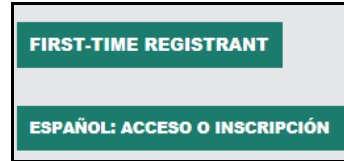
[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37393](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37393)

Or:

Go to [www.virtus.org](http://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 **Jackson - Diocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click 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.

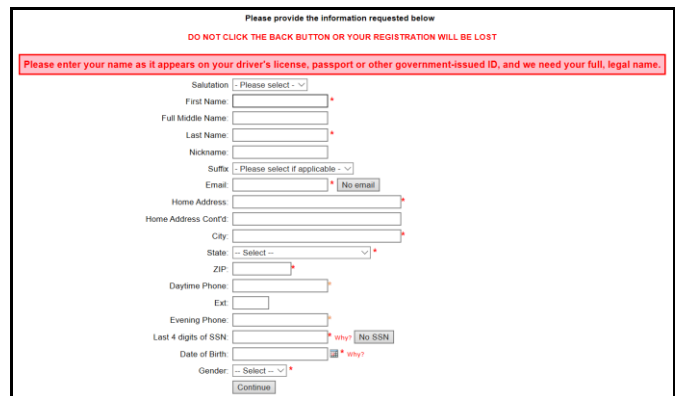


Provide **all** the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Last for SSN, Date of Birth, and Gender.

**(Note: Do not click the back button or your registration will be lost.)**

Click **Continue** to proceed.

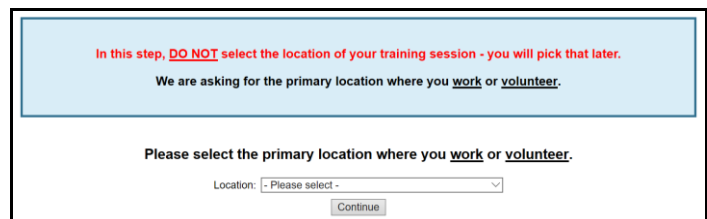
If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](http://mail.yahoo.com), or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).



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).



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Select the role(s) that you serve within the Diocese of Jackson 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.

Roles similar to New Ulm, including the secondary role for Employees

Please select the primary location where you work or volunteer.

Location: All Saints Church (Belzoni)

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

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

- Candidate for ordination
- Deacon
- Educator
- Employee
- Priest
- Volunteer

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. (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:

All Saints Church (Belzoni)

• Volunteer ✓

Are you associated with any other locations?

Please review the following **Child Protection Policy**, and respond:

### ➤ Child Protection Policy

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

Click on **Continue**.

Diocese of Jackson  
Protection of Children Policy

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PROMISE TO PROTECT

I have read the above listed policies/procedures and documentation, I understand their meaning and agree to conduct myself in accordance with their principles.

My electronic acknowledgement indicates that I have read and understand the above.

Full Name (first, middle and last):

Today's Date:

Please review the following Declaration, and respond:

➤ **Diocese of Jackson - Declaration**

To proceed, please **Confirm** by clicking on: “My electronic acknowledgement indicates that I have read and understand the above.” and enter your full name and today’s date.

Click on **Continue**

**Diocese of Jackson**

**Declarations**

1 of 2

The Catholic Diocese of Jackson appreciates your willingness to share your faith, gifts and skills. Providing safe and secure programs for our members is of utmost importance to us. The information gathered in this application is designed to help us provide the highest quality Catholic programs for the people of our community. Please read and 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 Jackson to conduct a personal and professional background check for the purposes of my application at the Catholic Diocese of Jackson. The Catholic Diocese of Jackson may contact any references, past and current employers, church, youth organizations, agencies where volunteer service has been completed, 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 Jackson’s contact with the individuals for purposes of employment or volunteer services.

Problems viewing PDF? [Download](#)

My electronic acknowledgement indicates that I have read and understand the above.

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

Please submit three references, and references should be non-family members.

Click on **Save** to continue.

**Reference 1 of 3**

**Please enter non family member references only**

First	<input type="text"/>	*
Last	<input type="text"/>	*
Email	<input type="text"/>	*
Phone 1	<input type="text"/>	* Type: -- Select --
Phone 2	<input type="text"/>	* Type: -- Select --
Address	<input type="text"/>	
Address 2	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text"/>	
Zip	<input type="text"/>	
Relationship	<input type="text"/>	*
Years Known	<input type="text"/>	*

Please answer yes or no to the following questions:

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

Have you ever been convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?

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

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 convicted or plead guilty or no contest to, placed on probation for, given probation, given community supervision, or given adjudication for a crime or are you now under charges for any criminal offense?

Yes  
 No

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

Yes  
 No

# Diocese of Jackson Registration Instructions

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 Jackson**.

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

(If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Jackson**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

- Protecting God's Children for **Facilitators**
  - Where:** Sacred Heart Parish-Wichita Falls (Wichita Falls)  
1504 Tenth St
  - When:** Saturday, June 23, 2018  
10:00 AM
  - Estimated length of session:** 6 hrs
  - Spaces remaining:** unlimited
  - Language:** This session will be conducted in English
  - Notes:** **Facilitator Training Session.**

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- Protecting God's Children for **Adults**
  - Where:** Nolan Catholic High School (Fort Worth)  
4501 Bridge St
  - When:** Monday, August 6, 2018
  - Estimated length of session:** 3 hrs
  - Spaces remaining:** unlimited
  - Language:** This session will be conducted in English
  - Notes:** **Times to be determined. Only for Teachers and School Staff.**

**Please** click on the screen 'You must click here to complete your background check with 'Integrated Screening Partners' to be led to their secure website to submit your background check.

Please complete the needed sections to submit the background check.

If you have any difficulties once you have entered Integrated Screening Partners (ISP), please call the ISP helpdesk at 800-474-4420 or email at [custservice@integratedscreening.com](mailto:custservice@integratedscreening.com).

**\*\* You MUST click here to complete your background check with Integrated Screening Partners \*\***

Thank you for registering with VIRTUS Online - Your registration is not complete until you submit your background check.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.

1) Electronic Consent    2) Consumer Disclosure    3) Summary of Rights Under the FCRA    4) Consumer Authorization

5) State Notice - California Resident    6) State Notice - New York    7) Information Regarding Your Rights

Welcome to Integrated Screening Partner's Applicant Order Entry for **Chancery Office**. Completing the personal information and submitting the form will provide us with the necessary information to run the background check that has been ordered on you by **Chancery Office**. It is important that you follow the instructions to complete your background screen in a timely manner.

Using this electronic signature for signing this consent is an option, but not required. If you prefer to submit the form on paper please contact Integrated Screening Partners Customer Service at 813-951-4100 or email [customerservice@integratedscreening.com](mailto:customerservice@integratedscreening.com) if you have any questions. [Click here](#) to learn about ISP's privacy practices.

I acknowledge that any false statement, significant omission, or misrepresentation on this submission or supplementary materials will be cause for refusal to hire or for immediate dismissal at any time during the period of my employment.

By my electronic signature below I confirm that I have read and accept ISP's privacy practices. I agree to proceed with the submission electronically. Electronic signatures on this submission are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

Enter Full Name for Electronic Signature:

Draw your Electronic Signature:

Promesa Enterprises, Inc. dba  
Integrated Screening Partners

After you attend the training session, you will receive an email of approval.

If you have additional questions about the VIRTUS registration, please contact the helpdesk at 888-847-8870 or [helpdesk@virtus.org](mailto:helpdesk@virtus.org).

**Thank you for completing the registration process!**

A PROGRAM AND SERVICE OF  
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

Thank you for registering with VIRTUS Online.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

You will be notified via email when your VIRTUS Online account is activated.