

# Youth Protection Instructions

Begin by going to [www.virtus.org](http://www.virtus.org) and clicking on First-Time Registrant. If you have already done this before then you will just need to login.



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

**VIRTUS<sup>®</sup>Online**

Home About Us Services / Programs Resources Reporting Child Abuse Contact Information Help / FAQs

**LOGIN FOR EXISTING ACCOUNTS**

User ID:

Password:

[Sign In](#)

Need login information?

[I NEED LOGIN HELP](#)

**FIRST-TIME REGISTRANT**

[ESPAÑOL: ACCESO O INSCRIPCIÓN](#)

[STOPit! Partnership](#)

**VIRTUS Overview**

**VIRTUS<sup>®</sup> Online Training / Tracking Platform**

*Protecting God's Children<sup>®</sup> for Adults*

*Teaching Safety - Empowering God's Children<sup>™</sup>*

*Protecting All Children<sup>™</sup> for Adults*

*Pathways<sup>™</sup> for Religious Orders*

**Being Tethered to God**

Please know that God's love and mercy is wide and vast... [Read More](#)

**What is Your Opinion?**  
Have you ever felt lost in your faith?

☐ Yes, frequently.

☐ Maybe only a few times in my life.

☐ No.

☐ Faith, what's that?

☐ I'm not sure, or I haven't thought about it.

Click on Begin the registration process.



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

**VIRTUS<sup>®</sup>Online**

[Begin the registration process.](#)

[View a list of sessions.](#)

Select Birmingham (Diocese) for your organization..



Please select your Archdiocese/Diocese/Religious Organization from the list below:

Birmingham (Diocese)

Select

Click on No.



Have you previously registered with VIRTUS Online?

No

Create a User ID and Password.



If you already have a VIRTUS Account, you may reset your password or recover your user ID here: [RECOVER ACCOUNT](#)  
or you may contact the Helpdesk at [helpdesk@virtus.org](mailto:helpdesk@virtus.org) or 888-847-8870.



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 'jsmith' and 'mjones' 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:

Continue

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.

Fill out the registration form. Make sure you enter your name as it appears on your driver's license.

virtusonline.org

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

**VIRTUS<sup>®</sup>Online**

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:

Your primary location is Holy Spirit Regional School (Tuscaloosa) and you want to mark Volunteer. Then scroll down the screen.

virtusonline.org

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:

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**  
Anyone employed by the Diocese of Birmingham, other than Clergy or Faculty.

☒ **Volunteer**  
User volunteers (is not compensated), including religious education catechists, for various ministerial roles in the Diocese; schools, parishes or other sites that are under the auspices of the Bishop of Birmingham.

☐ **Priest**  
Those ordained to the Priesthood.

☐ **Deacon**  
Those ordained as Deacons in the Diocese of Birmingham.

☐ **Educator**  
Paid Catholic Teachers, Principals, Administrators, Vice Principals. This category does NOT include catechists, teacher aides, or school support staff

At the bottom of the screen you enter volunteer in the Title or Position of Service. If you are doing this because you are going to be coaching you can also check that box.

- ☐ **Educator**  
*Paid Catholic Teachers, Principals, Administrators, Vice Principals. This category does NOT include catechists, teacher aides, or school support staff (secretaries, business managers etc.)*

Please select any additional roles you perform at this location

- ☐ **Catechist**
- ☐ **Coach or Assistant Coach**
- ☐ **DRE**
- ☐ **Director of Youth Ministry**
- ☐ **Parish Director**
- ☐ **Parish Staff**

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: volunteer

The Code of Conduct should be the next screen, once you have read it you can click the box indicating that you understood it.

## Diocese of Birmingham

### Code of Conduct

#### Diocese of Birmingham Child and Youth Protection Policy

This document governs all those who have contact with minors. Included is any program, service or ministry conducted, hosted, or sponsored by a Catholic institution within the Diocese of Birmingham. "Minors" is defined as **any person under the age of 18**.

"School" refers to any institution under the supervision of the Catholic Schools Office of the Diocese of Birmingham.

#### Code of Conduct

Clergy, religious, employees and volunteers must, at all times, be aware of the responsibilities that accompany their service to young people and their families. They must also know that God's goodness and grace support them in their faithful service.

Responsibility for adherence to this policy rests with each individual. Anyone who fails to comply is subject to remedial action. Appropriate action may take a variety of forms, from verbal reproach to removal from service. Specific action is dependent on the nature and circumstances of the offense and the extent of harm.

#### General Principles

The following fundamental principles, shall apply to the behavior of all those who have either regular contact with minors or have a reasonable chance of being alone with a minor:

- They will strive to exhibit the highest Christian moral standards and personal integrity in their work and personal lives, supporting the teaching, and tradition of the Catholic Church.
- They will strive to conduct themselves in a respectful manner toward all people.
- They will protect the confidentiality of all sensitive information to which they have access.
- They will not take unfair advantage of relationships made through church involvement.
- They will not physically, sexually, or emotionally abuse or exploit anyone.
- They will not neglect a minor who is in their care.

The policy is not intended to address all possible situations. Rather, it is to shape the behavior of all those who serve young people in the name of the Church.

Standard

Problems viewing PDF? [Download](#)

- ☐ I have downloaded, read, and understand this document.

Next, you will fill out the information for a background check. It is important that you not skip this step. Make sure your name is correct in the red box and then click on Begin Background Check.

**Your registration is not complete**

**You must complete a background check**

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

**It is important to submit your full legal name to run a proper background check**

**This is the information you entered**

First: [redacted]  
Middle: [redacted]  
Last: [redacted]

**Do you need to update this information to match your FULL, LEGAL name?**

**If you entered your full, legal name and are ready to continue, click the button below**

By clicking this button, you will be directed to their secure website called Fastrax™.

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


You will be redirected to Fastrax to begin the background check.

**FASTRAX**

**The Diocese of Birmingham welcomes you!**

Protecting the children under the care of the Diocese of Birmingham is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Diocese, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.



Your Information

**Primary location:** Holy Spirit High School - Tuscaloosa

Check the box for the Fair Credit Reporting and click on I Agree.

FASTRAX

Live Chat Online About Contact

✓ Disclosure Release Sign Authorization Enter Applicant Info Review Complete

! If you are n [redacted] or if your name is misspelled please [notify the requestor](#).

**FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE**

In connection with your employment application (including contract or volunteer services), the prospective Employer ("The Employer") may seek background information about you from a Consumer Reporting Agency. This information will be in the form of Consumer Reports as defined by the federal Fair Credit Reporting Act.

Consumer Reports are a compilation of information that are expected to be used to evaluate you for employment eligibility or evaluate for promotion, reassignment, and retention as an employee (including contract or volunteer services). These reports may contain information about your character, general reputation, personal characteristics, and mode of living. Consumer Reports may also include credit reports, criminal records, education verifications, employment history, workers' compensation, credentials, drug testing results, and driving records, among other resources.

SELECTION.COM® or another Consumer Reporting Agency will compile and assemble the reports for the Employer.

A summary of your rights under the federal Fair Credit Reporting Act (FCRA) is being provided to you with this disclosure.

I Agree

Read the Summary of Your Rights and click the acknowledgement box before clicking on Next.

FASTRAX

✓ Disclosure Release Sign Authorization Enter Applicant Info Review Complete

**A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT**

Para información en español, visite [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) o escriba a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

**A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. For more information, including information about additional rights, go to [www.consumerfinance.gov/learnmore](http://www.consumerfinance.gov/learnmore) or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

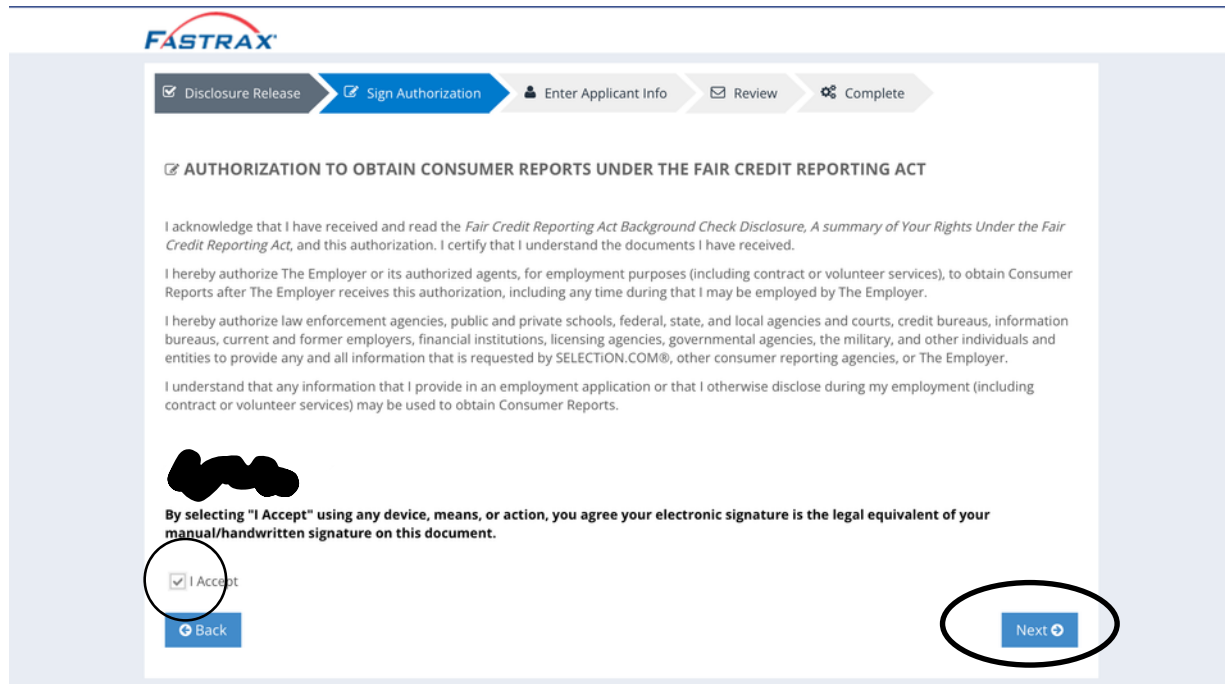
- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file")

[Download](#) a copy of this document.

☒ I acknowledge my consumer rights as outlined above.

Back Next

Click the box for I Accept and then click on Next.



**FASTRAX**

✓ Disclosure Release → **✓ Sign Authorization** → Enter Applicant Info → Review → Complete


**✓ AUTHORIZATION TO OBTAIN CONSUMER REPORTS UNDER THE FAIR CREDIT REPORTING ACT**

I acknowledge that I have received and read the *Fair Credit Reporting Act Background Check Disclosure, A summary of Your Rights Under the Fair Credit Reporting Act*, and this authorization. I certify that I understand the documents I have received.

I hereby authorize The Employer or its authorized agents, for employment purposes (including contract or volunteer services), to obtain Consumer Reports after The Employer receives this authorization, including any time during that I may be employed by The Employer.

I hereby authorize law enforcement agencies, public and private schools, federal, state, and local agencies and courts, credit bureaus, information bureaus, current and former employers, financial institutions, licensing agencies, governmental agencies, the military, and other individuals and entities to provide any and all information that is requested by SELECTION.COM®, other consumer reporting agencies, or The Employer.

I understand that any information that I provide in an employment application or that I otherwise disclose during my employment (including contract or volunteer services) may be used to obtain Consumer Reports.

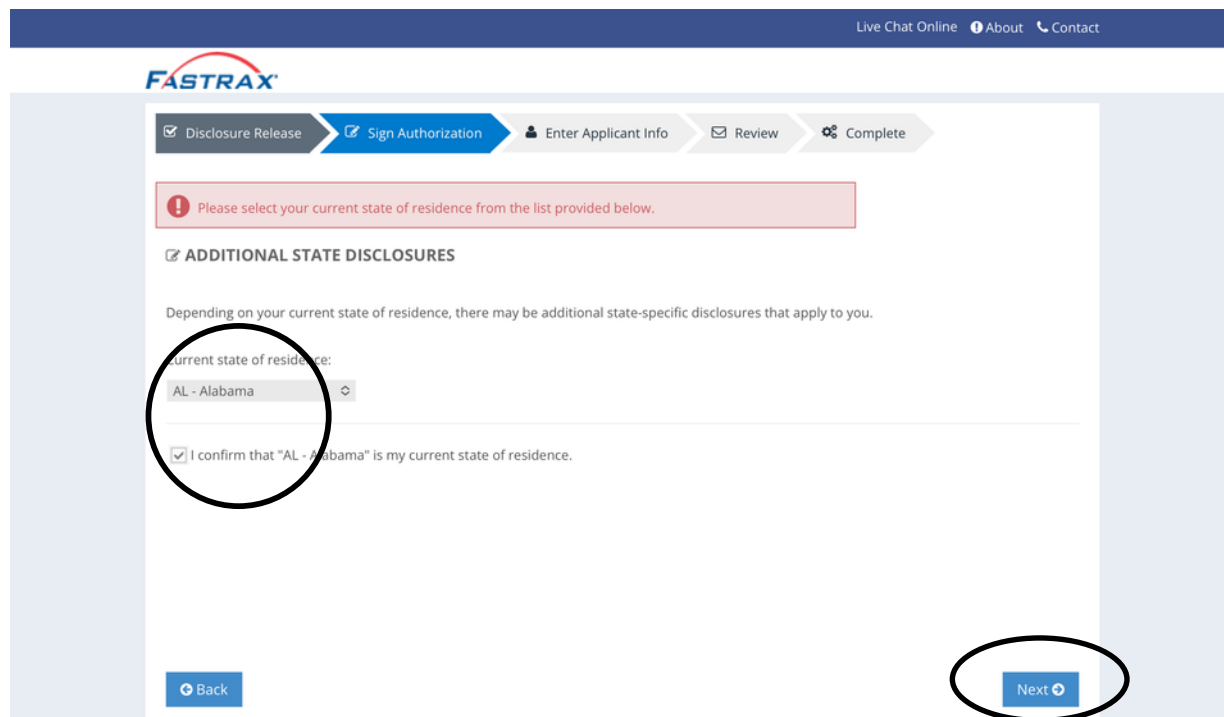


By selecting "I Accept" using any device, means, or action, you agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document.

☒ I Accept

[Back](#) [Next](#)

Choose Alabama for your current state of residence, click on the confirm button, and then click Next.



**FASTRAX**

Live Chat Online | About | Contact

✓ Disclosure Release → **✓ Sign Authorization** → Enter Applicant Info → Review → Complete

**!** Please select your current state of residence from the list provided below.

**✓ ADDITIONAL STATE DISCLOSURES**

Depending on your current state of residence, there may be additional state-specific disclosures that apply to you.

Current state of residence:

AL - Alabama

☒ I confirm that "AL - Alabama" is my current state of residence.

[Back](#) [Next](#)

Next you need to fill in your information before clicking the Next button.


The screenshot shows the 'Enter Applicant Info' step of the FASTRAX application process. The progress bar at the top indicates the following steps: Disclosure Release (checked), Sign Authorization (checked), Enter Applicant Info (active), Review, and Complete. A 'Next' button is located in the top right corner. The form is titled 'PERSONAL IDENTIFICATION' and contains several input fields: Last Name, First Name, Middle Name, Birth Last Name, SSN (with example 'XXX-XX-XXXX'), DOB (with example 'mm/dd/yyyy'), Gender, and Race. A red warning box with a triangle icon states: 'In order to properly process your application, please make sure that your name matches the name on your driver's license (or other government issued identification). If your name does not match your date of birth and social security number, your application could be delayed.' Below the personal information fields is the 'ADDRESS' section, which includes Number, Street Name, Type, and Address Line 2 (Unit No., Route, PO Box, etc.).

Review your information and then Submit Request.

The screenshot shows the 'Review' step of the FASTRAX application process. The progress bar at the top indicates the following steps: Disclosure Release (checked), Sign Authorization (checked), Enter Applicant Info, Review (active), and Complete. A 'Back' button is located in the top right corner. The form is titled 'Applicant Information' and contains a section for 'APPLICANT' with fields for Last Name, First Name, SSN, DOB, Gender, Race, Address, and Email. Below this is the 'APPLICANT NOTICES' section, which includes a heading 'REQUESTING A COPY OF YOUR BACKGROUND CHECK' and a paragraph: '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.' There is a checkbox with the text: 'By checking this box, I request to receive a free copy of any consumer report ordered on me.' At the bottom of the form, there is a 'Back' button and a 'Submit Request' button, which is circled in red. A note at the bottom right states: 'Please review your request info before submitting. To make changes, use the back button on this page.'



Once that is submitted you will need to go back to the Virtus site. It is probably still a tab that you have open. Click on the link in the Current Training box.

 **VIRTUS<sup>®</sup>Online**

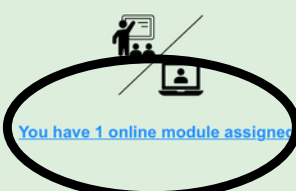
Home

Home

Message Center


Diocese of Birmingham

### Current Training




[You have 1 online module assigned](#)

### Required Documents




Your documents are current

### Compliance Summary



**Not compliant**


### Contacts



Your primary contact  
[Click here for contacts](#)

Choose the Protecting God's Children course.

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

 **VIRTUS<sup>®</sup>Online**

Logout

Home


Home

Message Center

Diocese of Birmingham


### Online Training Modules


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




**Protecting God's Children® Online Awareness Session 4.0**  
Assigned: 08/14/2023  
Due: 08/28/2023

[See available training modules](#)

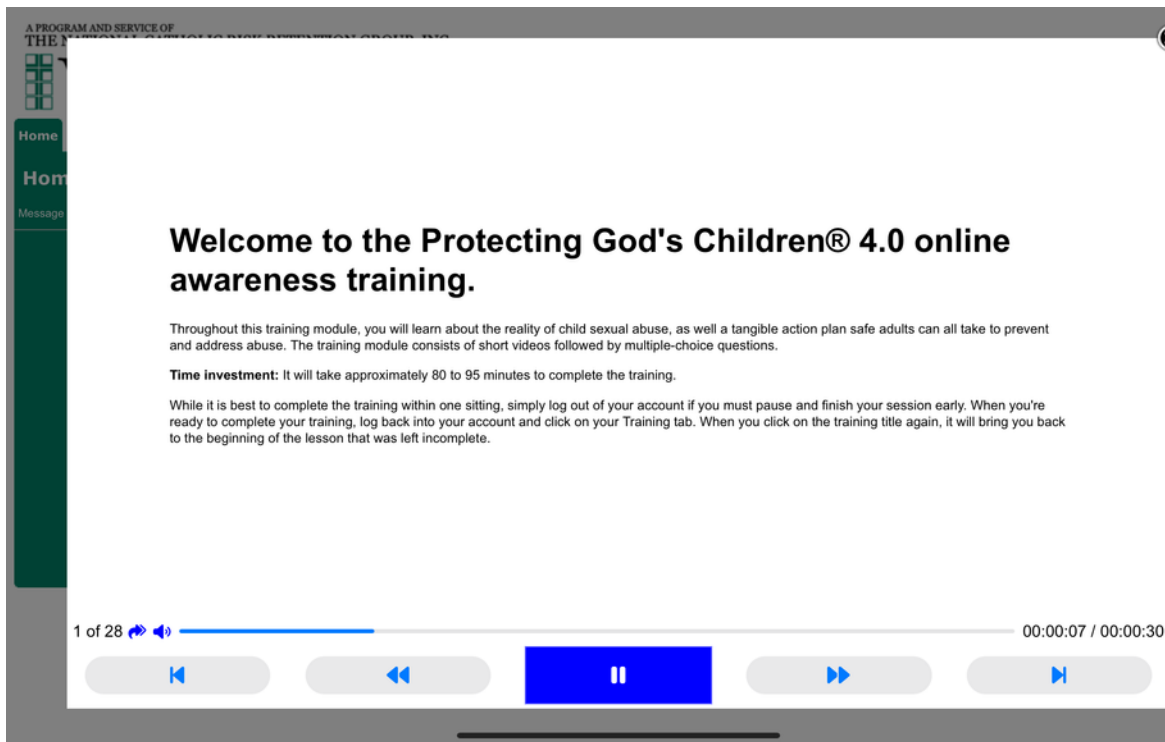
 Past due

 Due date approaching

 Assigned


Copyright © 1999 - 2023 by National Catholic Services, LLC. All rights reserved.

**Complete the course. You can stop it and come back to it later if you don't have time.**



**Once the course is complete please print your certificate and turn it in to the office. Your compliance status may still say Not compliant but that is because the background check is not complete yet. You do not need to worry about that.**

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


 **VIRTUS<sup>®</sup>Online**

Home

Home

Message Center

### Compliance Summary

[Print my Certificates](#) 

**Compliance Status:** **Not compliant**

**General Information**

Primary Location	Holy Spirit Regional School(Tuscaloosa)
Locations and Roles	<b>Holy Spirit Regional School (Tuscaloosa)</b> • Volunteer ✓