THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

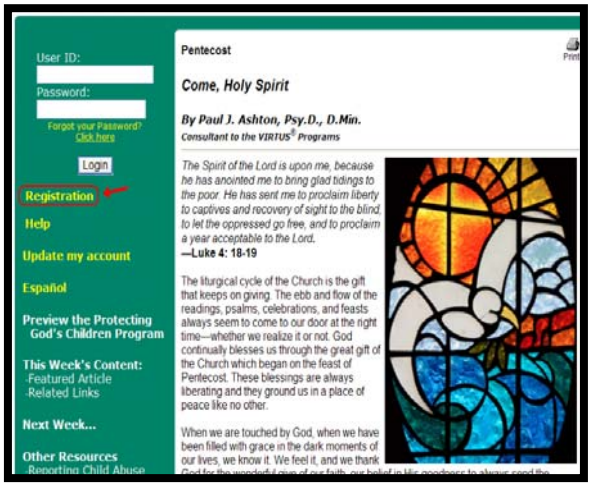
VIRTUS Online™

Registration Instructions

Before a **live** session of **Protecting God's Children** all participants **must** register with **VIRTUS Online.**

Go to http://www.virtusonline.org

On the left side of the screen, click the yellow link labeled **Registration,** to begin registration.



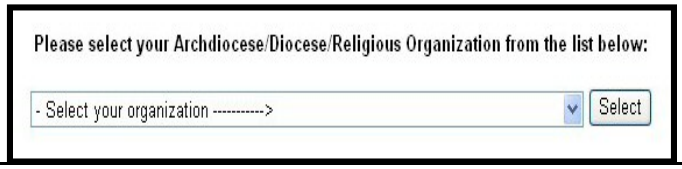
To proceed, click on **Begin the registration process.**

(If you do not know which session you wish to attend, select **View a list of sessions**.*)*



Choose Bridgeport (CT), Diocese from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is highlighted, click **Select**.

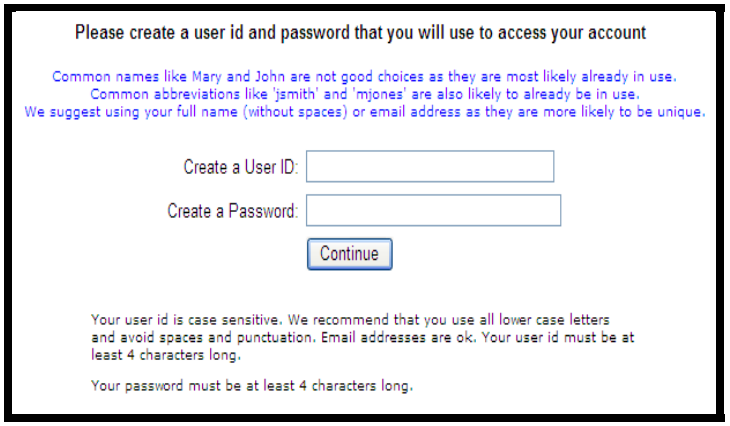


Create a user ID and a password you can easily remember.
This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Please make note of your User ID and Password:

User ID: _____

Password: _____



Click **Continue** to proceed.

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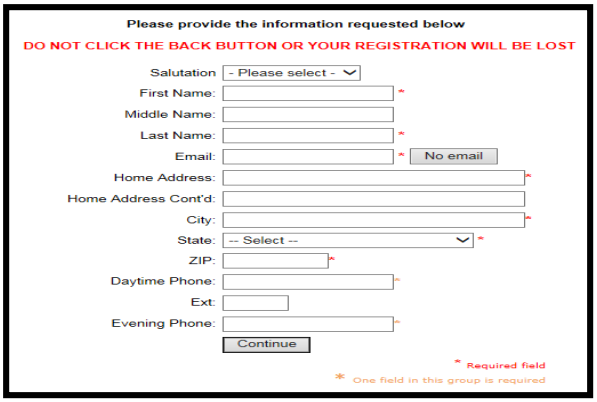
Registration Instructions

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number & Date of Birth.

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

Click **Continue** to proceed.

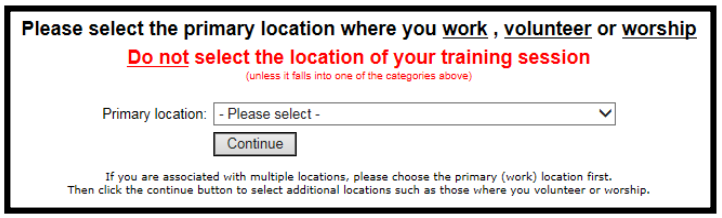
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



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

Click **Continue** to proceed.

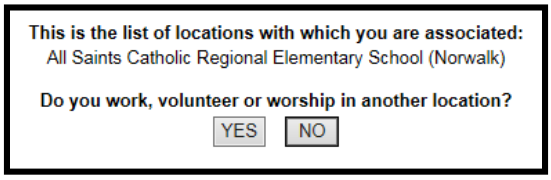
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)



Your selected location(s) are displayed here.

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**.



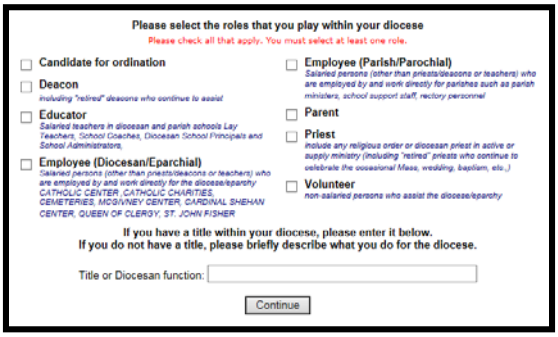
Select the role(s) that you serve within your diocese and/or parish.
(Use the descriptions supplied for each role, to help determine the appropriate role(s) to select.)

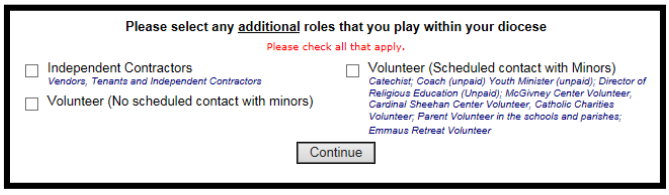
Please check **all** roles that apply.

Additionally, **enter** your title in the box provided (which best describes your role(s) -- ie. Business Manager, Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Priest, Room Mom, Seminarian, etc).

Click **Continue** to proceed to the next screen.

Please select any **additional** roles that may apply.
Click **Continue** to proceed.



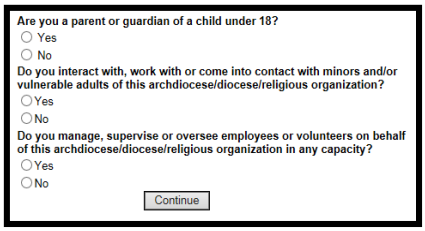


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Registration Instructions

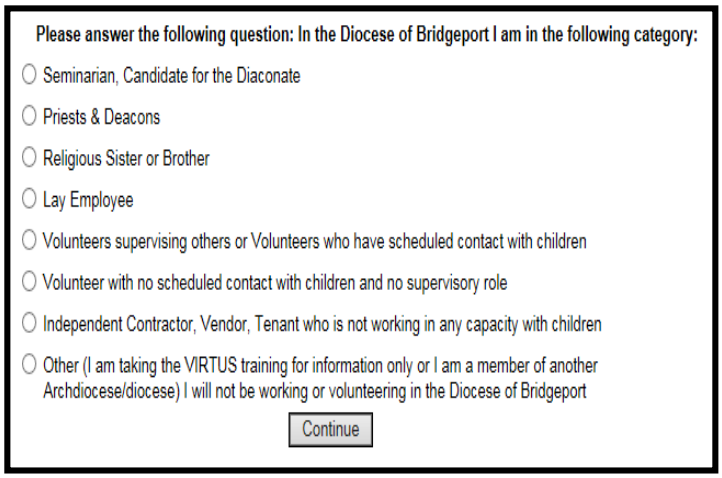
Answer three YES/NO questions.

Click **Continue** to proceed.



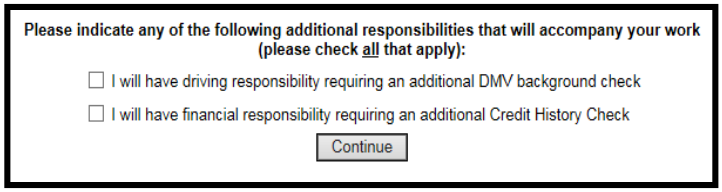
Please answer the following question:
In the Diocese of Bridgeport I am in the following category:

Click **Continue** to proceed.



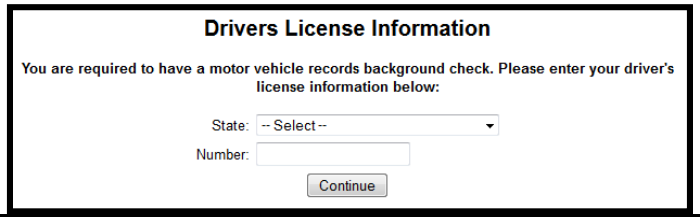
Please indicate any of the following additional responsibilities that will accompany your work (please check **all** that apply):

Click **Continue** to proceed.



If are required to have a motor vehicle records background check, please enter your driver's license information as requested.

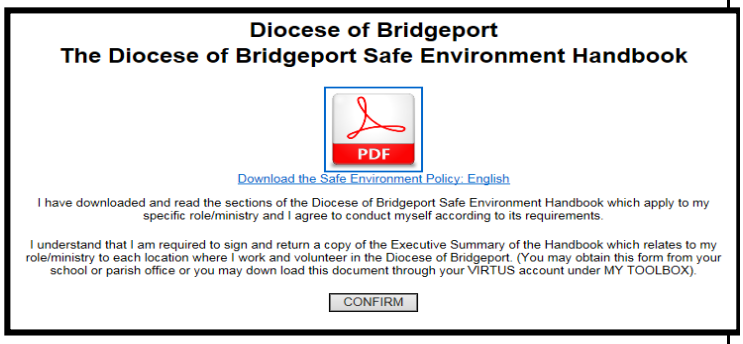
Click **Continue** to proceed.



All registrants must read **The Diocese of Bridgeport Safe Environment Handbook**.

Download the **Safe Environment Handbook**, by clicking the **PDF** icon. Once download and reading is complete, close the screen and return to the VIRTUS registration screen.

Click **Confirm** to proceed:



If you have **not** attended a **VIRTUS** Protecting God's Children Session, choose **NO**.

Otherwise choose **YES**.

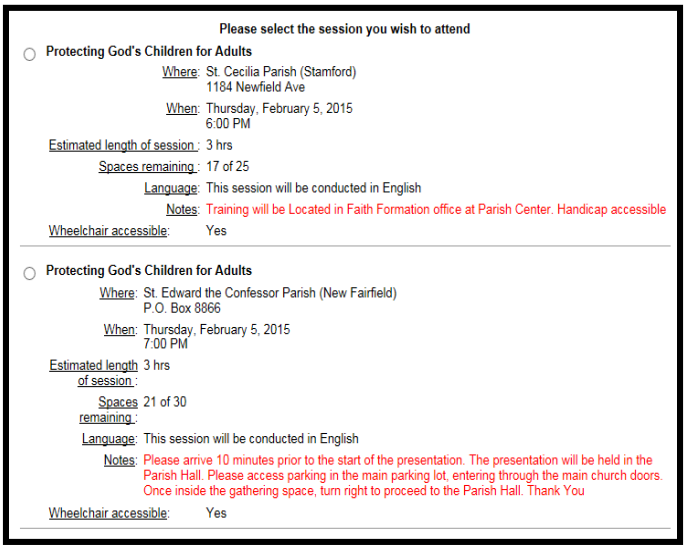


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Registration Instructions

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** Protecting God's Children sessions scheduled for the **Diocese of Bridgeport**.

When you find the session you wish to attend, click in the circle next to that date -- then click **Complete Registration**.
(If you chose YES during the previous step, skip this step



Please select the session you wish to attend

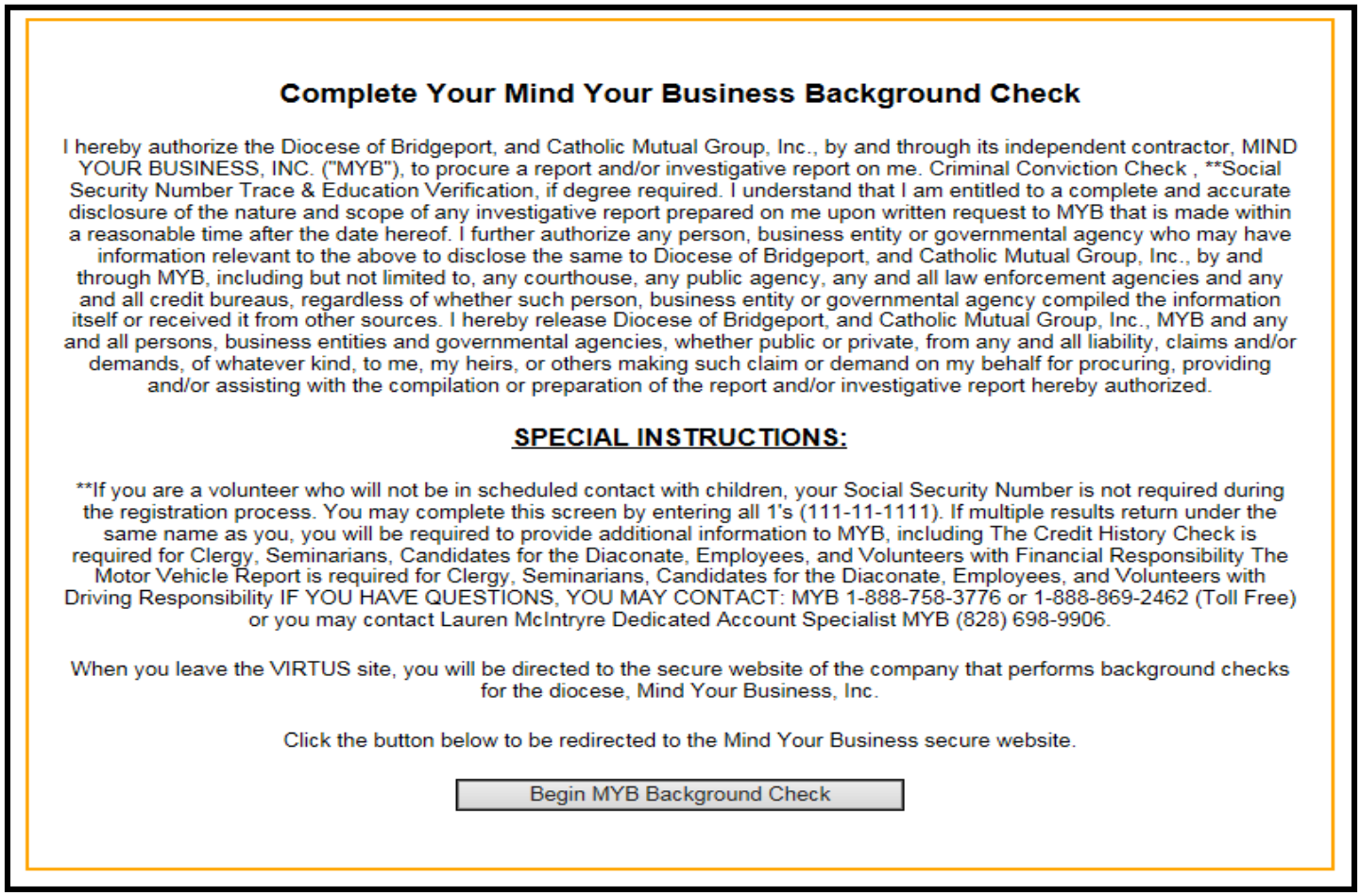
○ **Protecting God's Children for Adults**

Where: St. Cecilia Parish (Stamford)
1184 Newfield Ave
When: Thursday, February 5, 2015
6:00 PM
Estimated length of session: 3 hrs
Spaces remaining: 17 of 25
Language: This session will be conducted in English
Notes: Training will be Located in Faith Formation office at Parish Center. Handicap accessible
Wheelchair accessible: Yes

○ **Protecting God's Children for Adults**

Where: St. Edward the Confessor Parish (New Fairfield)
P.O. Box 8866
When: Thursday, February 5, 2015
7:00 PM
Estimated length of session: 3 hrs
Spaces remaining: 21 of 30
Language: This session will be conducted in English
Notes: Please arrive 10 minutes prior to the start of the presentation. The presentation will be held in the Parish Hall. Please access parking in the main parking lot, entering through the main church doors. Once inside the gathering space, turn right to proceed to the Parish Hall. Thank You
Wheelchair accessible: Yes

You need to authorize your background check using the secure website of the company that performs backgrounds checks for the diocese, Mind Your Business, Inc.



Complete Your Mind Your Business Background Check

I hereby authorize the Diocese of Bridgeport, and Catholic Mutual Group, Inc., by and through its independent contractor, MIND YOUR BUSINESS, INC. ("MYB"), to procure a report and/or investigative report on me. Criminal Conviction Check , **Social Security Number Trace & Education Verification, if degree required. I understand that I am entitled to a complete and accurate disclosure of the nature and scope of any investigative report prepared on me upon written request to MYB that is made within a reasonable time after the date hereof. I further authorize any person, business entity or governmental agency who may have information relevant to the above to disclose the same to Diocese of Bridgeport, and Catholic Mutual Group, Inc., by and through MYB, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any and all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information itself or received it from other sources. I hereby release Diocese of Bridgeport, and Catholic Mutual Group, Inc., MYB and any and all persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or demands, of whatever kind, to me, my heirs, or others making such claim or demand on my behalf for procuring, providing and/or assisting with the compilation or preparation of the report and/or investigative report hereby authorized.

SPECIAL INSTRUCTIONS:

**If you are a volunteer who will not be in scheduled contact with children, your Social Security Number is not required during the registration process. You may complete this screen by entering all 1's (111-11-1111). If multiple results return under the same name as you, you will be required to provide additional information to MYB, including The Credit History Check is required for Clergy, Seminarians, Candidates for the Diaconate, Employees, and Volunteers with Financial Responsibility The Motor Vehicle Report is required for Clergy, Seminarians, Candidates for the Diaconate, Employees, and Volunteers with Driving Responsibility IF YOU HAVE QUESTIONS, YOU MAY CONTACT: MYB 1-888-758-3776 or 1-888-869-2462 (Toll Free) or you may contact Lauren McIntryre Dedicated Account Specialist MYB (828) 698-9906.

When you leave the VIRTUS site, you will be directed to the secure website of the company that performs background checks for the diocese, Mind Your Business, Inc.

Click the button below to be redirected to the Mind Your Business secure website.

Begin MYB Background Check

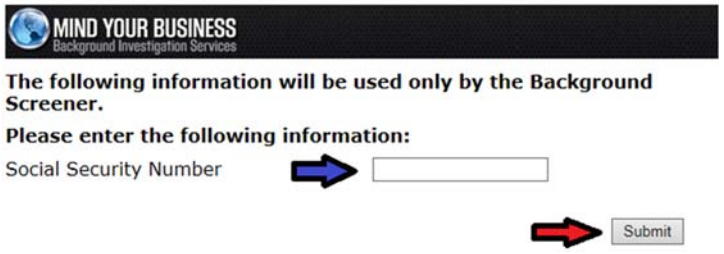
Click on the button Begin MYB Background Check to be redirected to the Mind Your Business secure website. **Note:** You will be forwarded to the MYB website automatically in just a few seconds.

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Registration Instructions

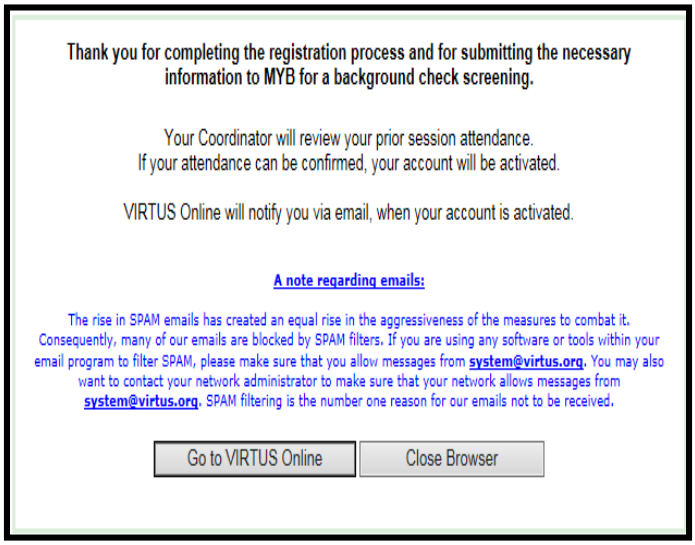
To proceed with your **Background Check**, enter your Social Security Number into the designated field (as illustrated by the blue arrow, in the example to the right).

Click **Submit** to proceed (illustrated by the red arrow).



A message will appear on your screen, confirming completion of the **VIRTUS** registration process & for submitting the necessary information to MYB for a background check screening. (If you correctly entered your email address, you will receive an email confirming your registration.

If you have questions about the registration process, please contact the VIRTUS Help Desk at 1-888-847-8870.



If you have any questions during the re-certification process, begin by contacting your school, parish or diocesan Safe Environment coordinator : _____
Contact information: _____

VIRTUS Help Desk: 1-888-847-8870; email: helpdesk@virtus.org.

You may also contact the Diocese of Bridgeport Office of Safe Environment Michael DiToro, Safe Environment Database Manager: Phone (203) 416-1407or by email: mditoro@diobpt.org.

For questions regarding the background check process, you may contact MYB (Mind Your Business, Inc.) : 888-758-3776 or 888-869-2462 (or Lauren McIntyre, our Dedicated Account Specialist: 828-698-9905).

To reach Erin Neil, LCSW Director of Safe Environment & Victim Assistance Coordinator, please call (203) 416-1406 or email eneil@diobpt.org

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