THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS Online™

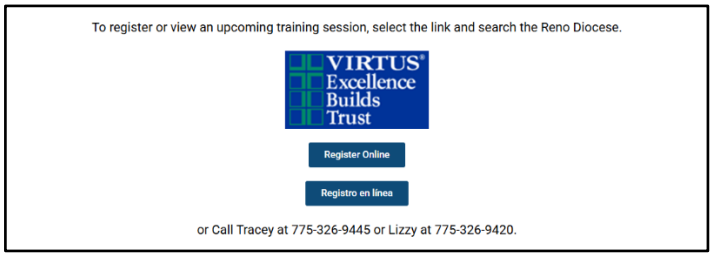
Registration Instructions
Diocese of Reno

Before completing **Protecting God's Children** training, all participants **must** first register with **VIRTUS Online.**

Go to the Diocesan Safe Environment website at:

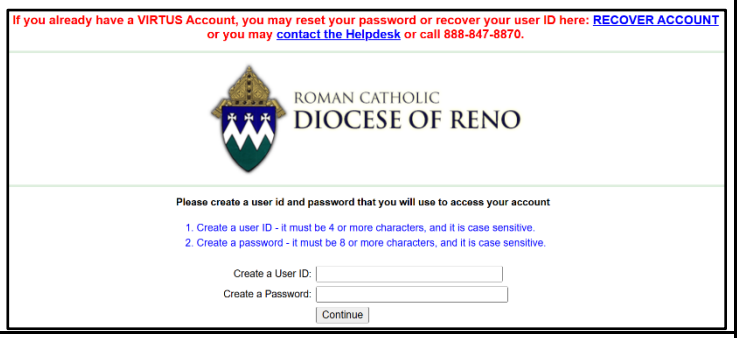
https://www.highdesertcatholic.org/safeenvironment/

scroll down to the tab labeled "Training Requirements" and click the tab. You will then click on the VIRTUS Registration tab by selecting the tab in your preferred language.



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 user ID. We suggest the use of email addresses as the username. **If** you had an account in the past, please click on RECOVER ACCOUNT or call the Safe Environment office at (775) 326-9445 for additional support.

Click **Continue** to proceed.

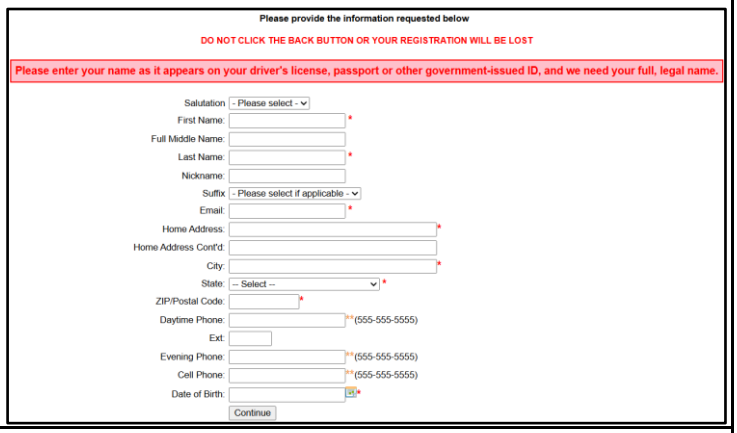


Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

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

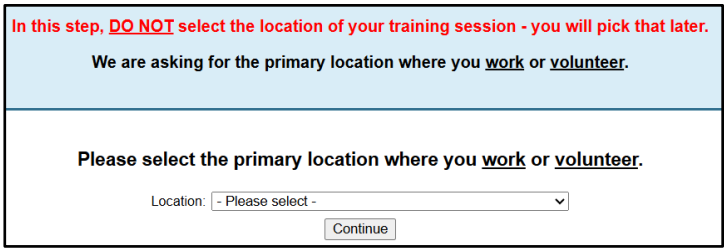
Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at yahoo.com, google (Gmail), or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, please contact the Safe Environment Office by phone at (775)326-9445.

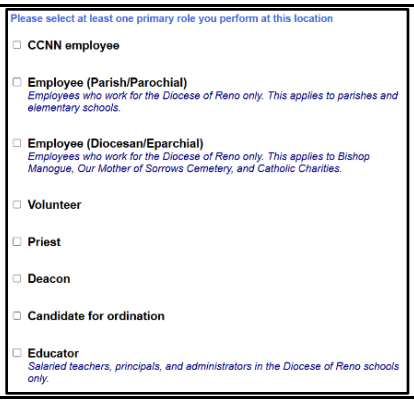


Select the Primary location where you work or volunteer by clicking the downward arrow and highlighting the location and your associated Role(s).

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).)



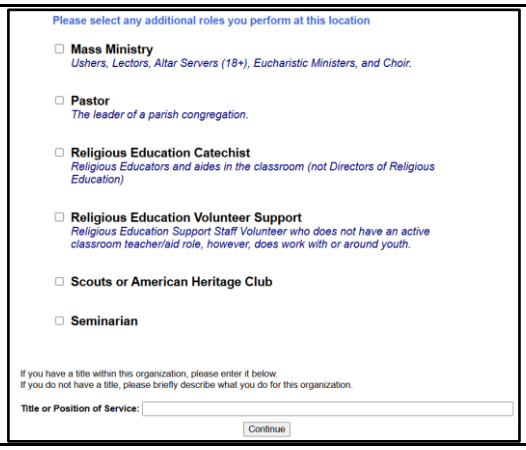
Select the role(s) associated with the location you have selected. Select from the roles displayed on the screen.



Registration Instructions
Diocese of Reno

Select of you have any additional roles you perform at your location

Provide a title which briefly explains your function as a volunteer or employee before pressing **Continue**



Select **YES**, if you need to add secondary/additional locations and roles.

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



Please answer Yes or No to the three questions presented.

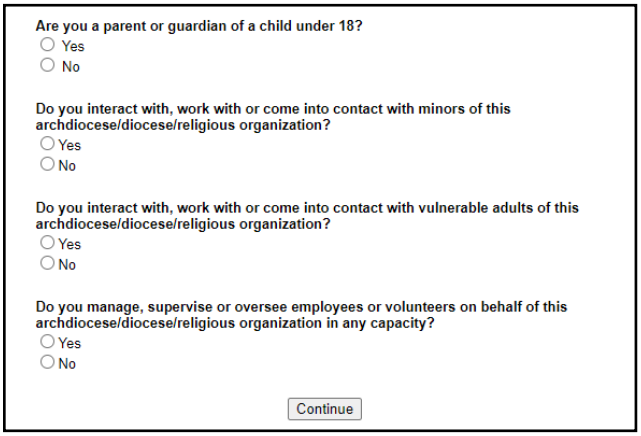
Are you a parent or guardian of a child under 18?

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

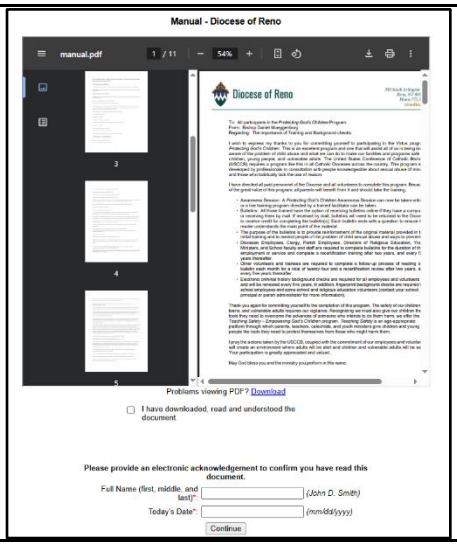
Click **Continue** to proceed.



All registrants must please read the **Manual – Diocese of Reno**

To proceed, please check the box underneath the document and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.



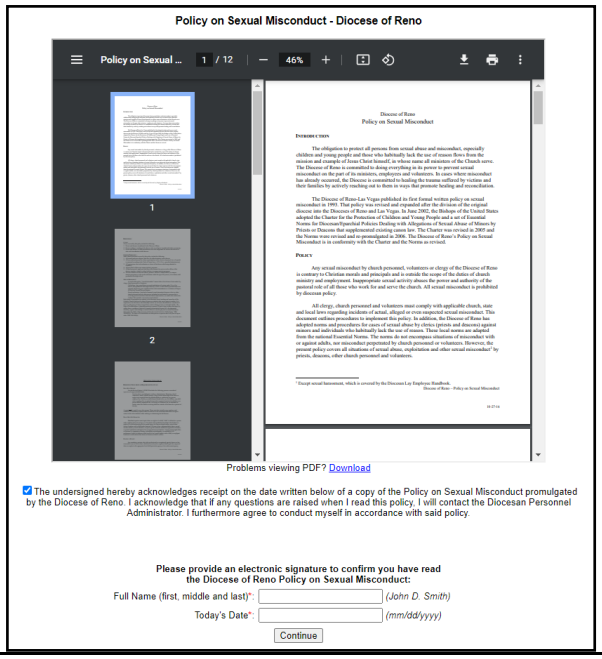
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VIRTUS Online™

Registration Instructions
Diocese of Reno

All registrants must please read the **Policy on Sexual Misconduct – Diocese of Reno.**

To proceed, please check the box underneath the document and provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.



Please answer Yes or No to:

Have you had a background check in the past five years for the Diocese of Reno?

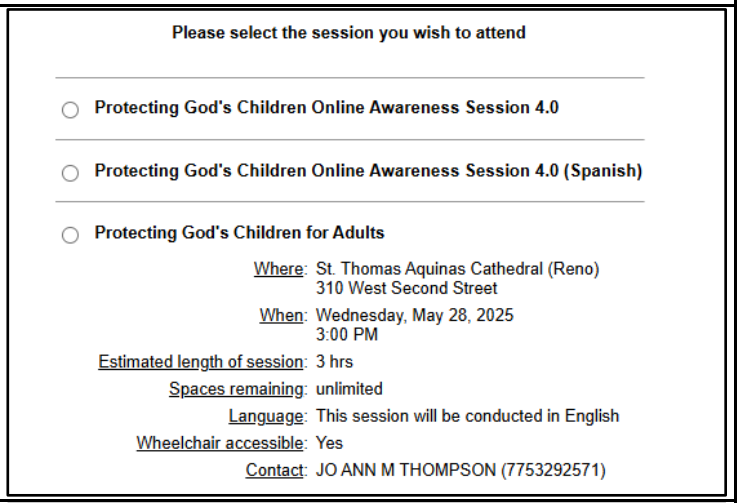


If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS** Protecting God's Children instructor-led sessions scheduled for the **Diocese of Reno** and the option to select a Protecting God's Children for Adults online training session.

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

If you chose **YES**, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Reno**.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration.**

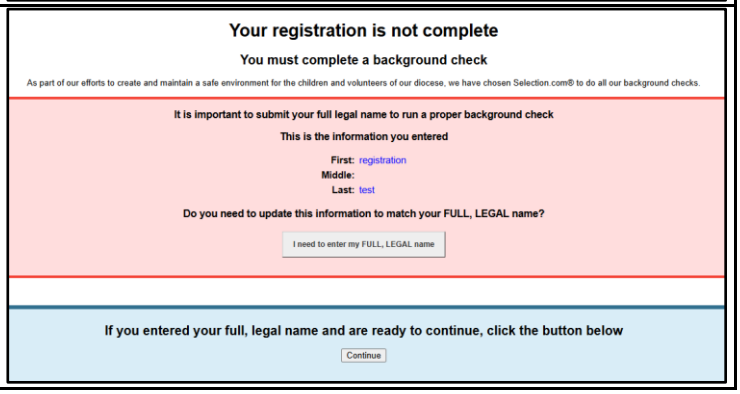


You are now about to enter the secure website of **Selection.com**

Prior to submitting your background check**, select** the tab **I need to enter my FULL LEGAL name** if the name you provided on your profile does not match your **legal full name**.

If your **legal full name** was entered on your profile, click **Continue**

Enter all the necessary information on the next page.

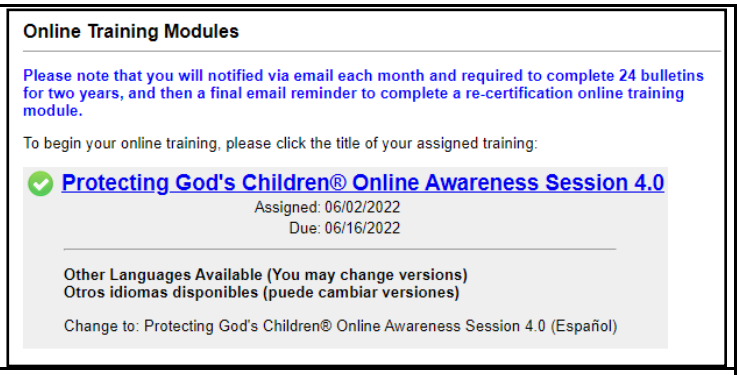


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VIRTUS Online™

Registration Instructions
Diocese of Reno

After completing the background check you will be prompted to complete the Protecting God's Children Training if you opted to do the online training. You may begin the training at this time.

If you have not begun the training or would like to begin at another time, please follow the next steps.

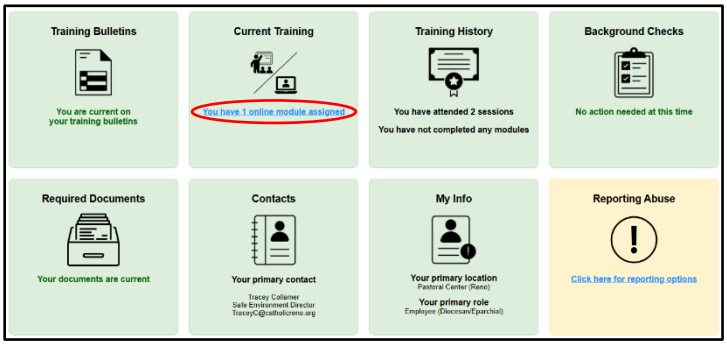


If you did not complete the training at the time of registration or partially completed the *Protecting God's Children Online Awareness Session 4.0* please log back into your Virtus Account by going on VirtusOnline.org.

You will then enter your login information. Once logged in you will be brought to your Home page.

Your Home page will show multiple green boxes. Under the Current Training box, you will see blue text. Click the blue text to access the training.

If you are missing any other requirements the boxes will appear in red. Please complete the requirements as needed.



Safe Environment Contacts:
Tracey Collamer, Director: 775-326-9445 (English)
Lizzy Ramos, Admin Assistant: 775-326-9420 (English & Spanish)
Email: safeenvironment@catholicreno.org

Virtus Help: helpdesk@virtus.org

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VIRTUS® Online