

Registration Instructions – Volunteers with Substantial Contact with Children

Before completing **Baltimore Protecting God's Children Online Maltreatment Awareness Session 3.2** training online, all participants **must** first register with **VIRTUS Online**.

To register, click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37349

Click to begin the process.



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.

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](#) or call 888-847-8870.



Please create a user id and password that you will use to access your account

1. Create a user ID - It must be 4 or more characters, and it is case sensitive.
2. Create a password - It must be 6 or more characters, and it is case sensitive.

Create a User ID:

Create a Password:

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, 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 mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Liaison to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

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:

Cell Phone:

Date of Birth:

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).

Please select the primary location where you work or volunteer.

Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.

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Select the role(s) that you serve within the Archdiocese of Baltimore 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 the primary location where you **work** or **volunteer**.

Location: Agnes School, St. (Catonsville) 

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 Archdiocese of Baltimore, other than clergy/religious.
- ☐ **Volunteer with Substantial Contact with Children**
- ☐ **Volunteer without Substantial Contact with Children**
- ☐ **Clergy/Religious**
Clergy/Religious includes Bishops, Priests, Deacons, Religious Brothers and Sisters, Seminarians and Candidates for the Diaconate
- ☐ **Independent Contractor**

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:

Continue

Your selected location(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:

Agnes School, St. (Catonsville)

- Volunteer with Substantial Contact with Children 

Are you associated with any other locations?

Yes

No

Please review the statement:

Due to the sensitive nature of the subject matter, those impacted by child sexual abuse, including victim-survivors of child sexual abuse, may not feel comfortable completing safe environment training. Church personnel in this situation may request to receive the materials in an alternative way. These requests are made through the Office of Child and Youth Protection: 410-547-5348.

Can you continue with the safe environment training at this time?

Click **Yes** or **No** to proceed.

Due to the sensitive nature of the subject matter, those impacted by child sexual abuse, including victim-survivors of child sexual abuse, may not feel comfortable completing safe environment training.

Church personnel in this situation may request to receive the materials in an alternative way. These requests are made through the Office of Child and Youth Protection: 410-547-5348.

Can you continue with the safe environment training at this time?

Yes

No

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Please answer the following two questions:

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore?

Click **Continue** to proceed.

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

☐ Yes ☐ No

A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore?

☐ Yes ☐ No

[Continue](#)

Please answer the following three questions:

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore?

Click **Continue** to proceed.

Are you employed full or part time by the Archdiocese of Baltimore or of its churches or schools?

☐ Yes ☐ No

A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore?

☐ Yes ☐ No

[Continue](#)

Please answer the following three questions:

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

Have you been terminated from volunteer service or employment due to suspected child abuse?

Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

Click **Continue** to proceed.

Have you ever had your volunteer services or employment terminated by any parish, school or institution?

☐ Yes ☐ No

Have you been terminated from volunteer service or employment due to suspected child abuse?

☐ Yes ☐ No

Have you ever been accused of physically, sexually or emotionally abusing a child or have you ever been accused of neglecting a child?

☐ Yes ☐ No

[continue](#)

Please review the following and respond to each of the following documents.

 **Code of Conduct for Church Personnel of the Archdiocese of Baltimore**

 **A Statement of Policy for the Protection of Children and Youth**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read and understand the documents" and enter your full name and today's date.

Click on **Continue**.

Archdiocese of Baltimore

Code of Conduct for Church Personnel of the Archdiocese of Baltimore A Statement of Policy for the Protection of Children & Youth

 

Code of Conduct for Church Personnel of the Archdiocese of Baltimore A Statement of Policy for the Protection of Children & Youth

☐ I hereby represent that I have downloaded, read, and understand this document.

Please provide an electronic signature to confirm you have read the above documents:

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

[Continue](#)

Please answer the ten questions presented to you. If you answer correctly, please proceed to the next.

If you receive an incorrect answer, please click on **Try Again**.

Click **Continue** to proceed.

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Archdiocese of Baltimore

Policy Questions

Please answer ALL the questions presented

The Code of Conduct for Church Personnel applies only to employees of the Archdiocese.

SELECT AN ANSWER:

☐ True☐ FalsePlease submit **three** references.Click on **Save** to continue.

Reference 1 of 3

First	
Last	
Email	
Phone 1	Type: -- Select -- ▾
Phone 2	Type: -- Select -- ▾
Address	
Address 2	
City	
State	
Zip	
Relationship	
Years Known	
Save	

Please select the online session you wish to complete.

Click on **Complete Registration** to continue.

Please select the session you wish to attend

- ☐ Baltimore Protecting God's Children Online Maltreatment Awareness Session 3.2
- ☐ Baltimore Protegiendo a los Niños de Dios™: Concientización sobre el maltrato 3.2 (Spanish)

Click on **Complete ClearStar Background Check** to be directed to the ESR background check secure website.

Thank you for completing the registration process.

You have registered with VIRTUS Online.

Please complete your background check with Clearstar.

By clicking on the link below, you will be directed to Clearstar's secure website.

[Complete Clearstar Background Check](#)

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Please complete the steps within the background check process by checking your email for an Authorization Code from ClearStar. You will need your Social Security Number or International ID number and your current and prior full residential addresses for the past seven year where you lived, worked, or studied.

Once you close the ClearStar screen, you will be taken automatically to the online training course.

Authorization Code

An email has been sent to your inbox containing an authorization code

Authorization Code

Code expires in: 4:51

Verify

Click on **You have 1 online module assigned** within the Current Training box.

Current Training



[You have 1 online module assigned](#)

Click on the **green circle** to begin the **Online Training**.

Please Note: The program you are about to see contains testimony of actual abusers and true stories of survivors based on real cases of child sexual abuse. Due to the sensitive nature of the subject matter, those impacted by child sexual abuse, including victim-survivors of child sexual abuse, may not feel comfortable completing safe environment training. Church personnel in this situation may request to receive the materials in an alternative way. These requests are made through the Office of Child and Youth Protection: 410-547-5348.

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Modules

The program you are about to see contains testimony of actual abusers and true stories of survivors based on real cases of child sexual abuse. Due to the sensitive nature of the subject matter, those impacted by child sexual abuse, including victim-survivors of child sexual abuse, may not feel comfortable completing safe environment training. Church personnel in this situation may request to receive the materials in an alternative way. These requests are made through the Office of Child and Youth Protection: 410-547-5348.

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

 Baltimore Protecting God's Children Online Maltreatment Awareness Session 3.2
Assigned: 03/25/2026
Due: 04/09/2026

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with Substantial Contact with Children**

If you have additional questions about VIRTUS Online training or a compliance requirement, please contact the Screening Coordinator at your parish or school.

If you have issues accessing your VIRTUS account, please contact the VIRTUS Help Desk at helpdesk@virtus.org or 888-847-8870.

Thank you!

Contacts



Your primary contact

Contact Screening Coordinator @ your
parish/school