

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

Please register by **going** to:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=17046

Or you can also go to www.virtus.org and click on 'First-Time Registrant' and select Metuchen from the dropdown list.



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 the username.

Click **Continue** to proceed.

If you already have a VIRTUS Account, please contact the Helpdesk at helpdesk@virtus.org or 888-847-8870 to recover your login information. Thank you!



DIOCESE OF METUCHEN

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 Jimmie and Johnny 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:

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.
 Important note about selective passwords

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.

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 Confid:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

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

Then select your specific position or service for the identified roles from the available list.

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).

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 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 (Parish/Parochial)

Employee (Diocesan/Eparchial)

Volunteer

Priest

Deacon

Candidate for ordination

Educator

Please select any additional roles you perform at this location.

Catechist

Coach

Seminarian

Youth Group Leader

Parent

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 and roles.

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

You have chosen following locations and roles:

Assumption of the Blessed Virgin Mary (Hackettstown)
 • Volunteer ✓

Are you associated with any other locations?

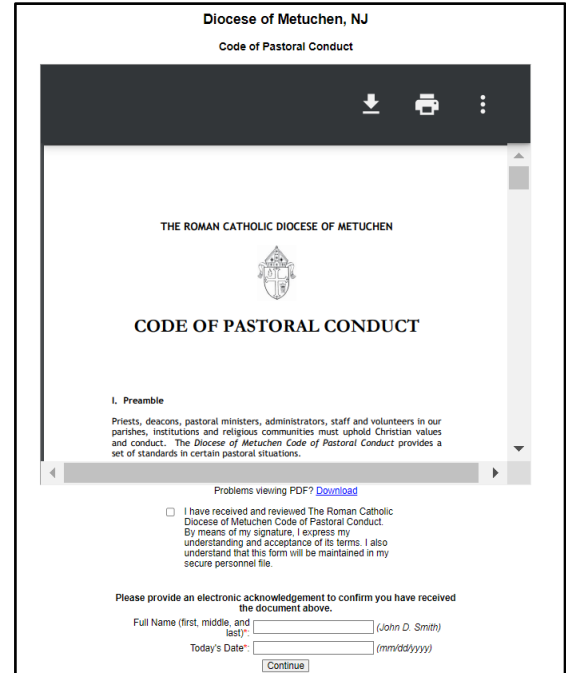
Yes

No

All registrants must please read the **Code of Pastoral Conduct**.

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

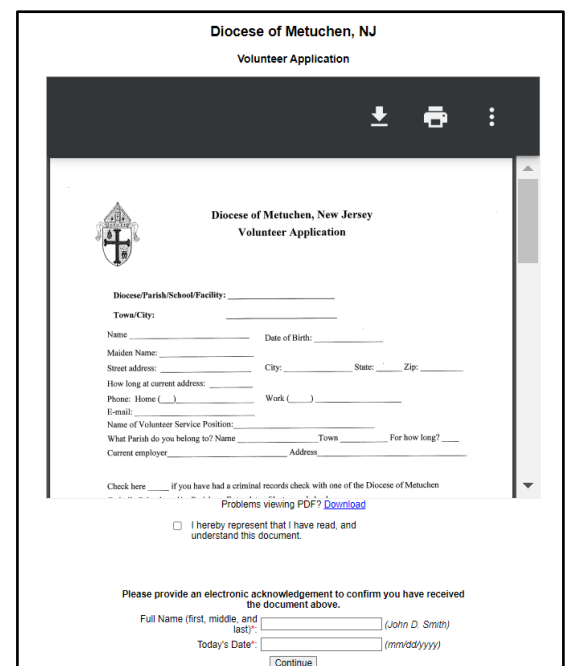
Click **Continue** to proceed.



Please download, complete, and submit to your Background Coordinator.

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

Click **Continue** to proceed.



Please select whether you have or have not attended a Protecting God's Children Session.

Have you already attended a VIRTUS Protecting God's Children Session?

Next you will be presented with a list of upcoming **VIRTUS** Protecting God's Children instructor-led sessions scheduled for the **Diocese of Metuchen**.

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**.

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

Please select the session you wish to attend

- Protecting God's Children for Adults**
- Where: Immaculate Conception Parish (Spotswood)
18 South Street
- When: Saturday, February 4, 2023
9:00 AM
- Estimated length of session: 3 hrs
- Spaces remaining: 39 of 45
- Language: This session will be conducted in English
- Wheelchair accessible: Yes
-
- Protecting God's Children for Adults**
- Where: Immaculate Conception Parish (Spotswood)
18 South Street
- When: Saturday, February 4, 2023
6:15 PM
- Estimated length of session: 3 hrs

If directed to review, please review "I entered my FULL, LEGAL name - Begin Background Check" on the screen to be directed to the Selection.com background check secure website, **FASTRAX®**.

Within the secure website of FASTRAX®, please click on Enter Background Check Info to proceed.

Please complete the following steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check. Step-by-step instructions are attached on next page.

To contact the background check provider with any issues within FASTRAX, please contact the Selection.com helpdesk at 800-325-3609.

For School Educators and School Employees only, you will be led to submit through the Department of Education.

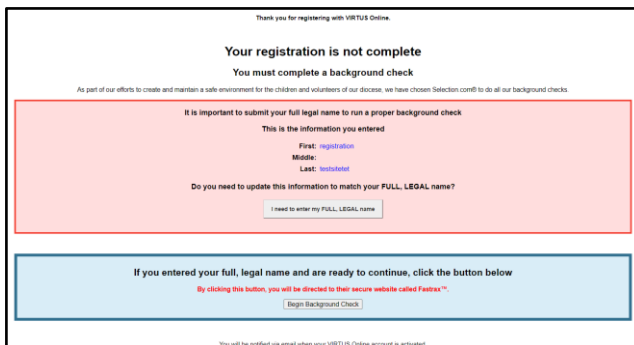
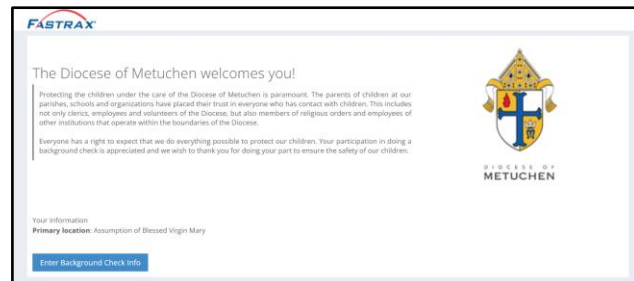
<https://www.nj.gov/education/crimhist/>

For Clergy only, you will be asked to setup a fingerprint appointment with Identogo in addition to completing Selection.com/ FASTRAX®.

www.uenroll.identogo.com/workflows/2F1J3Y

Fingerprint Instructions:

<https://diometuchen.org/fingerprint-process>

If you have additional questions about your VIRTUS Account, please contact the VIRTUS Help Desk at 1-888-847-8870 or helpdesk@virtus.org. Thank you!

Appendix A: Step-by-Step Instructions for FastTrax Background Check

Complete the Background Check Application

Complete the Background Check (fill in the form).

Either

- Update your legal name (if needed) or
- Select Begin Background Check

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS[®]Online

Thank you for registering with VIRTUS Online.

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: Robert
Middle: J
Last: Ferretti

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™.

St. Joseph Church, Hillsborough, NJ will be notified via email when your VIRTUS Online account is activated. 15

Click to Enter Background Check Information

Click Enter Background Check Info

Live Chat Online About Contact

FASTRAX

The Diocese of Metuchen welcomes you!

Protecting the children under the care of the Diocese of Metuchen 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: St. Joseph, Hillsborough

St. Joseph Church, Hillsborough, NJ 16

Review & Agree to the Fair Credit Reporting Act

Click to agree to the
**FAIR CREDIT
REPORTING ACT
BACKGROUND
CHECK DISCLOSURE**

Live Chat Online About Contact

FASTRAX

Disclosure Release Sign Authorization Enter Applicant Info Review

Complete

! If you are not Robert Ferretti 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

St. Joseph Church, Hillsborough, NJ

Acknowledge Your Rights

1. Acknowledge the consumer rights.
2. Select "Next"

Live Chat Online About Contact

FASTRAX

Disclosure Release Sign Authorization Enter Applicant Info Review

Complete

A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT

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Download a copy of this document.

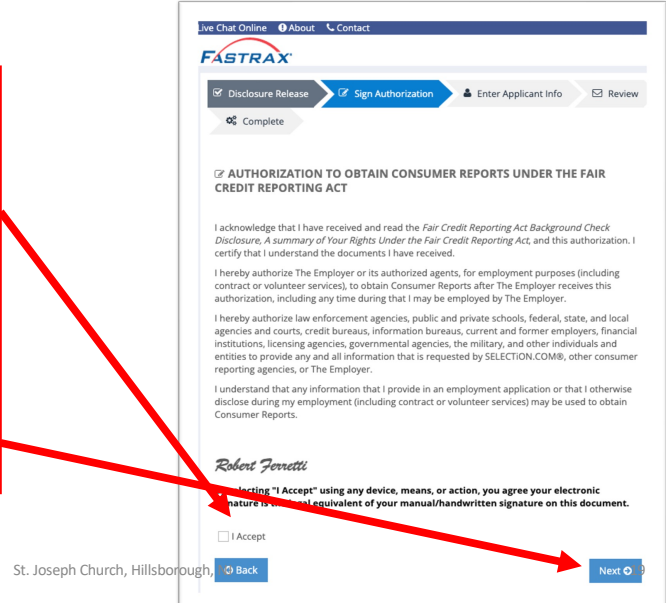
I acknowledge my consumer rights as outlined above.

Back Next 18

St. Joseph Church, Hillsborough, NJ

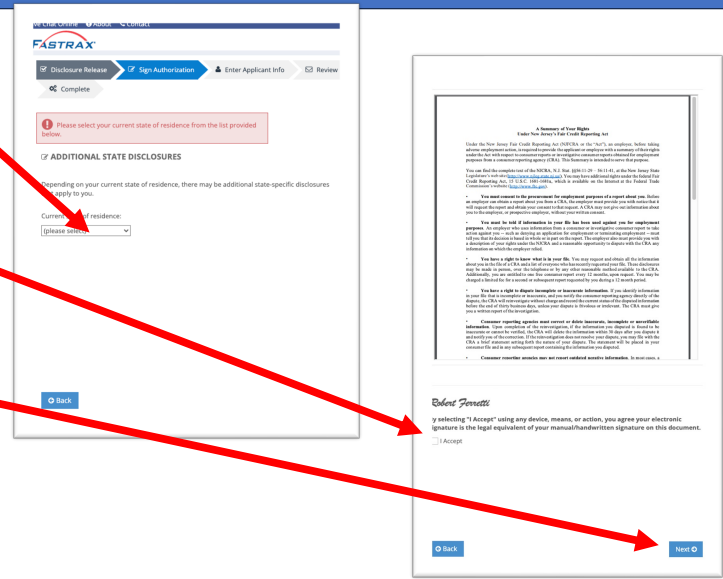
Sign Authorization Electronically

1. Accept the Authorization to obtain consumer reports under the fair credit reporting act.
2. Select "Next"



Select Your State, Accept the Summary of Rights

1. Select your State of Residence
2. Accept the Summary of Your Rights
3. Select Next



Enter Your Personal Information

1. Enter your Personal Identification Information
2. Select Next

St. Joseph Church, Hillsborough, NJ

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Request a Copy of Your Background Check

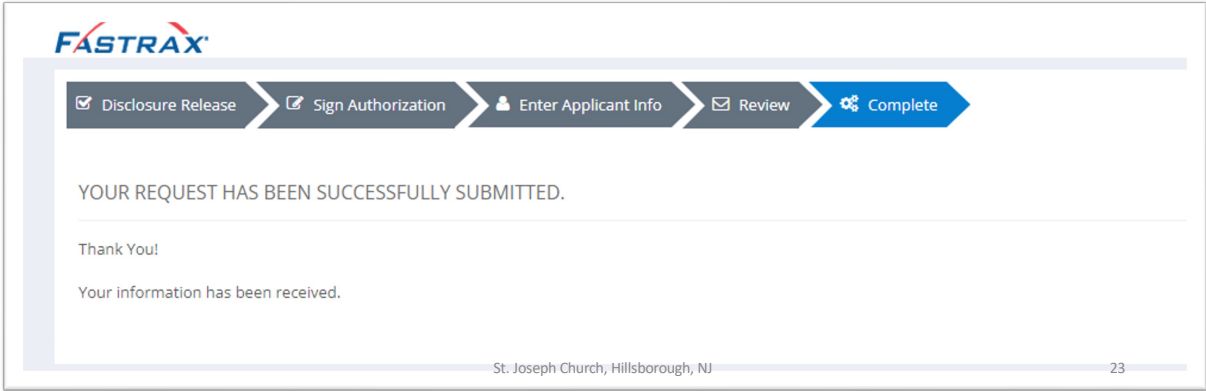
1. Request a Copy of your background check.
2. Submit Request

St. Joseph Church, Hillsborough, NJ

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Congratulations – Your Are Done

Congratulations! You successfully registered for Virtus and completed your background check submission.



The screenshot shows the FASTRAX logo at the top left. Below it is a horizontal progress bar with five steps: 'Disclosure Release' (checked), 'Sign Authorization' (checked), 'Enter Applicant Info' (checked), 'Review' (checked), and 'Complete' (highlighted in blue). Below the progress bar, the text reads: 'YOUR REQUEST HAS BEEN SUCCESSFULLY SUBMITTED.' followed by 'Thank You!' and 'Your information has been received.' At the bottom of the page, the footer contains 'St. Joseph Church, Hillsborough, NJ' on the left and the number '23' on the right.