

Registration Instructions - 2025

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

Go to <http://www.virtusonline.org>

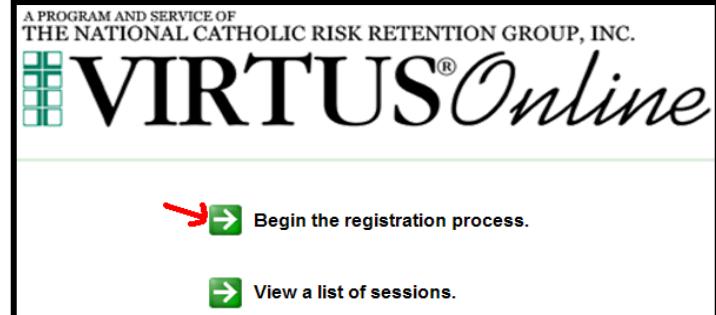
On the left side of the screen, select the green link labeled **First Time Registrant**, to begin registration.



The screenshot shows the VIRTUS Online login page. At the top, there are links for Home, About Us, and Services / Pr. Below that is a green box labeled "LOGIN FOR EXISTING ACCOUNTS". It has fields for "Username" and "Password", a "Sign In" button, and a "Need login information?" link. At the bottom, there is a green button labeled "FIRST-TIME REGISTRANT" with a double-headed arrow indicating a transition from the previous step.

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.**)*



The screenshot shows the VIRTUS Online homepage. It features the VIRTUS logo and text indicating it is a program of The National Catholic Risk Retention Group, Inc. Below the logo are two buttons: a green one with a red arrow pointing right labeled "Begin the registration process." and a blue one with a green arrow pointing right labeled "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.

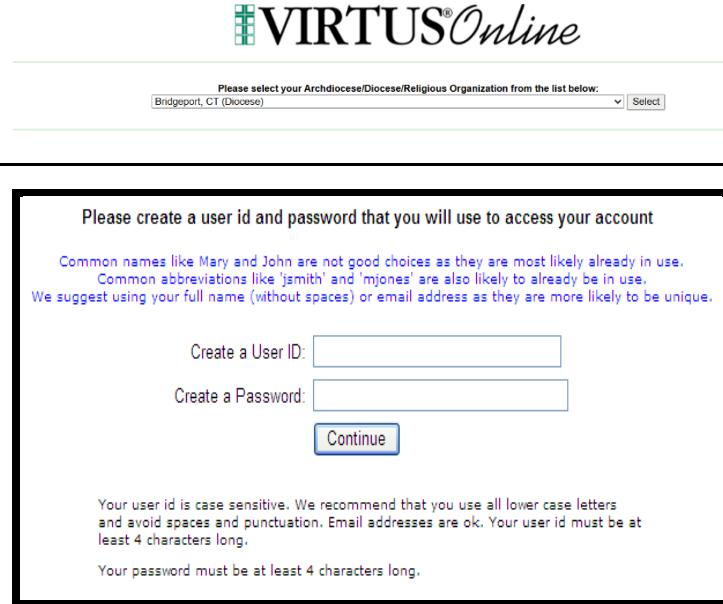
This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Please make note of your User ID and Password:

User ID: _____

Password: _____

Click **Continue** to proceed.



The screenshot shows the "Create a User ID and Password" step. It includes a note about common names and abbreviations, fields for "Create a User ID" and "Create a Password", a "Continue" button, and a note about password requirements.

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 4 characters long.

Registration Instructions - 2025

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. Use your full name – no nicknames)

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.

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	<input type="text" value="Please Select -"/>
First Name:	<input type="text"/>
Full Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Nickname:	<input type="text"/>
Suffix	<input type="text" value="Please select if applicable -"/>
Email:	<input type="text"/> <input type="checkbox" value="No email"/>
Home Address:	<input type="text"/>
Home Address Cont'd:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="Select -"/>
ZIP/Postal Code:	<input type="text"/>
Daytime Phone:	<input type="text"/>
Ext:	<input type="text"/>
Evening Phone:	<input type="text"/>
Cell Phone:	<input type="text"/>
Date of Birth:	<input type="text"/>
<input type="button" value="Continue"/>	

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

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:

This is the list of locations with which you are associated:
All Saints Catholic Regional Elementary School (Norwalk)

Do you work, volunteer or worship in another location?

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 note all the above locations are optional.

Please select at least one primary role you perform at this location.

Priest Include any religious order or diocesan priest in active or passive ministry (including "retired" priests who continue to celebrate the occasional Mass, wedding, baptism, etc.)

Deacon Including "retired" deacons who continue to assist

Candidate for ordination

BEFORE SELECTING EDUCATOR

Please note the description below

If you select Educator if you do not meet the description, it will delay your registration and may result in unnecessary charges to your parish or school.

Educator Salaries teachers in a Diocese of Bridgeport school. Lay Teachers both full time and part-time, Classroom Aides, Deacons, School Coaches, School Social Workers/Counselors/Guidance, Diocesan School Principals and School Administrators. If you are a volunteer, select VOLUNTEER as your PRIMARY ROLE. If you are in another diocese, select CTEHR

Employee Employees (other than priests/deacons or healers) who are employed by the Diocese of Bridgeport. It's parishes or schools Examples: CATHOLIC CHARITIES EMPLOYEE, CARDINAL SHENAN CENTER EMPLOYEE, MCDOUGAL CENTER EMPLOYEE, QUEEN OF THE CLOTH EMPLOYEE, CATHOLIC CENTER EMPLOYEE, CEMETERIES, CUSTODIAN, ADMINISTRATIVE ASSISTANT, SUBSTITUTE TEACHERS, BURSAR

Volunteer Non-salaried persons who assist the above-mentioned VOLUNTEER CATECHISTS and VOLUNTEER YOUTH MINISTERS PARENT VOLUNTEERS LITURGY VOLUNTEERS

Independent Contractor, Tenant, Vendor & Employee of Independent Schools Vendors, Tenants and Independent Contractors, Movers/Movers

Other Please note role only if the following are applicable: A member of another Archdiocese/Diocese and will not be working or volunteering in the Diocese of Bridgeport. University Student with no Diocesan location yet assigned

Attending VIRTUS training for information only.

If you have a role with this organization, please enter it below.

If you do not have a role, please briefly describe what you do in this organization.

Registration Instructions - 2025

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You have chosen following locations and roles:

Cardinal Shehan Center (Bridgeport)

* Independent Contractors, Tenants, Vendors & Employees of Independent Schools

Are you associated with any other locations?

Answer three YES/NO questions.

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:

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Diocese of Bridgeport, CT

2020 Safe Environment Handbook (Executive Summary)



Safe Environment Handbook

Policies and Procedures

U.S.C.C.B. Charter for the Protection of Children and Young People



Problems viewing PDF? [Download](#)

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

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

Otherwise choose **YES**.

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

Registration Instructions - 2025

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**.

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 21 of 30
 remaining:
 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

Complete Your Mind Your Business Background Check

You will be directed to the secure website of the company that performs backgrounds checks for the diocese, Mind Your Business, Inc.

Click on the button **Begin MYB Background Check** to be redirected to the Mind Your Business secure website.

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Complete Your Mind Your Business Background Check

I hereby authorize the Diocese of Bridgeport 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 the Diocese of Bridgeport 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.

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](#)

To proceed with your **Background Check**, enter the requested information into the designated fields

Click I **AGREE/SUBMIT** to proceed

Personal Information | Confidential Background Information | Agreement

Disease background check is based on a legal background investigation. No investigation is required for employment or as a determination against licensure or relicensure, regular application for licensure, medical license, insurance application or the issuance of a license or permit to practice. The Diocese of Bridgeport is not involved in any other legal protection or investigation. Please note that releasing information will be used by MIND YOUR BUSINESS, INC. or a consumer reporting agency, for background or licensing purposes only. The Diocese of Bridgeport is not involved in any other legal protection or investigation.

PERSONAL INFORMATION SECTION

Name: John Doe
 Current Address: 1234 Main Street
 City: Bridgeport
 State: CT
 Zip: 06606
 Home Phone: (203) 555-1234
 Work Phone: (203) 555-1234
 Cell Phone: (203) 555-1234
 E-mail Address: johndoe@mybusiness.org

I agree to the terms and conditions of the Privacy Policy.

ENTER YOUR SOCIAL SECURITY NUMBER

DATE OF BIRTH MM/DD/YYYY

Click I **AGREE/SUBMIT** to complete

Background Check Information

Personal Information | Confidential Background Information | Agreement

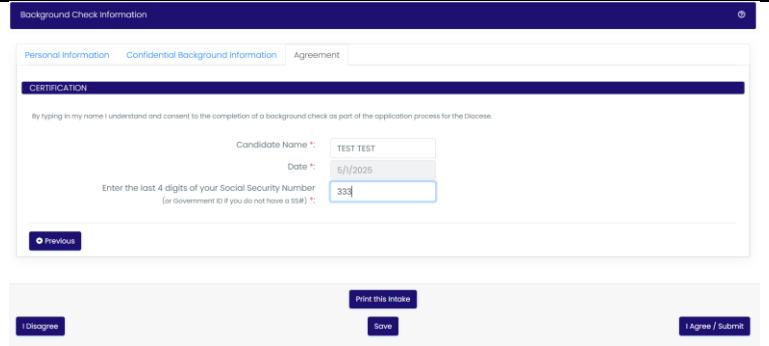
Social Security Number: I am not a volunteer with children. You may enter all 9's (999-99-9999) for the Social Security Number field. Clergy, Employees and those in contact with children must provide their SS#.

Date of Birth:

I agree to the terms and conditions of the Privacy Policy.

Registration Instructions - 2025

After, you will be asked to confirm your information and sign the necessary agreement. Please include the last 4 digits of your SSN. Click I AGREE/SUBMIT to finish. Then, you will be redirected to the VIRTUS website.



Please do not worry if your VIRTUS account states NOT IN COMPLIANCE for NOW. Criminal background checks may take a few days to complete and your VIRTUS account will not be in full compliance until you have fully completed your VIRTUS training class and the criminal background check has been fully processed.



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

Diocese of Bridgeport Office of Safe Environment (203) 416-1407

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