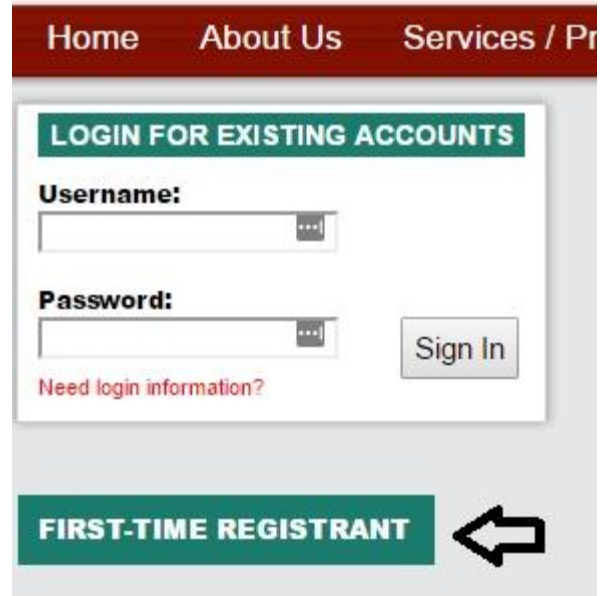


Registration Instructions - 2025

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

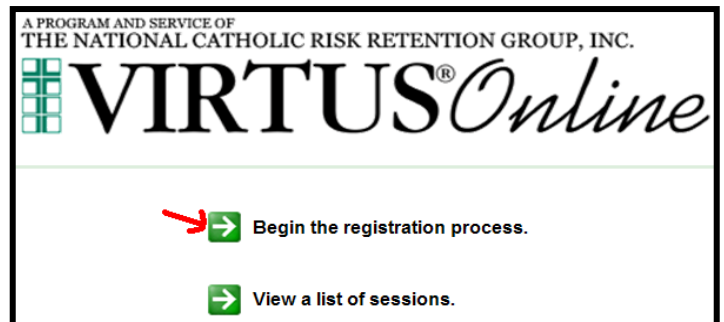
Go to <http://www.virtusonline.org>

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



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.

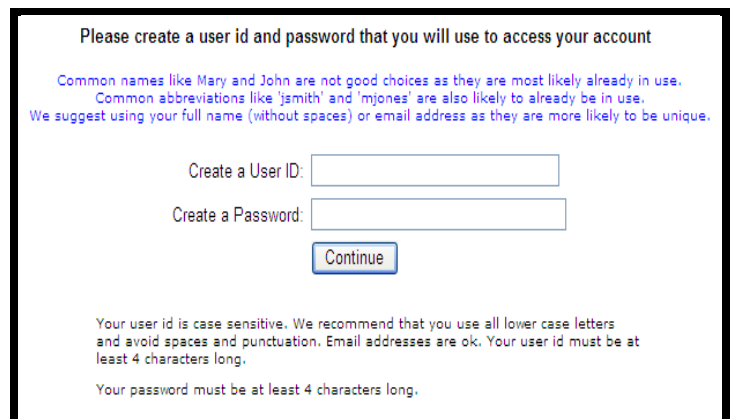
This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Please make note of your User ID and Password:

User ID: _____

Password: _____

Click **Continue** to proceed.




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.



VIRTUS[®]Online

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: -- Please select -- v *

First Name: *

Full Middle Name:

Last Name: *

Nickname:

Suffix: -- Please select if applicable v

Email: * No email

Home Address: *

Home Address Cont'd:

City: *

State: -- Select -- v *

ZIP/Postal Code: *

Daytime Phone: *

Ext:

Evening Phone: *

Cell Phone: *

Date of Birth: 55 *

Continue

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).)

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VIRTUS*Online*

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

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**.

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?

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.



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 **assist** or **volunteer**.

Please select the primary location where you **assist** or **volunteer**.

Location:

(Please check all that apply. You may select more than one.)

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

- ☐ **Priest**
Priests are religious order or diocesan priests in active or supply 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

Read the description below

DO NOT select Educator if you do not meet the description

If you select Educator and do not meet the description, it will show your registration and this result in automatically changing your profile to assist

- ☐ **Educator**
Persons in a Diocese of Bilingual culture are authorized by the Diocese of Bilingual culture, Catholic CHARITIES EMPLOYEE, Catholic Social Workers/Counselors/Guidance, Diocesan School Principals and School Administrators if you are a volunteer select **VOLUNTEER** as your **PREFERRED ROLE** if you are from another diocese, select **OTHER**
- ☐ **Employee**
Normal persons (other than priests or deacons) who are authorized by the Diocese of Bilingual, if available or Catholic CHARITIES EMPLOYEE, Catholic CHARITIES EMPLOYEE, CATHOLIC SOCIAL WORKERS/COUNSELORS/GUIDANCE, DIACONAN, DEACON CENTER EMPLOYEE, RECOVERY CENTER EMPLOYEE, QUEEN OF THE CLERGY EMPLOYEE, CATHOLIC CENTER EMPLOYEE, CENTER/CLERICS, CUSTOMER ADMINISTRATIVE ASSISTANT, SUBSTITUTE TEACHERS, BURSAR
- ☐ **Volunteer**
Non-salaried persons who assist the above/below **VOLUNTEER CATEGORIES** and **VOLUNTEER YOUTH MINISTERS PARENT VOLUNTEERS LITURGY VOLUNTEERS**
- ☐ **Independent Contractors, Tenants, Vendors & Employees of Independent Schools**
Vendors, Tenants and Independent Contractors, Market Vendors
- ☐ **Other**
Select only only if the following are applicable: A member of another Archdiocese/Diocese and will not be working or volunteering in the Diocese of Bilingual; University Student with no Diocesan location yet assigned; Residing in VIRTUS seeking for information only.

If you have a title within this organization, please enter it below.

If you do not have a title, please enter your desired title you use for this organization.

Title or Position or Service:

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?

Yes

No

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.

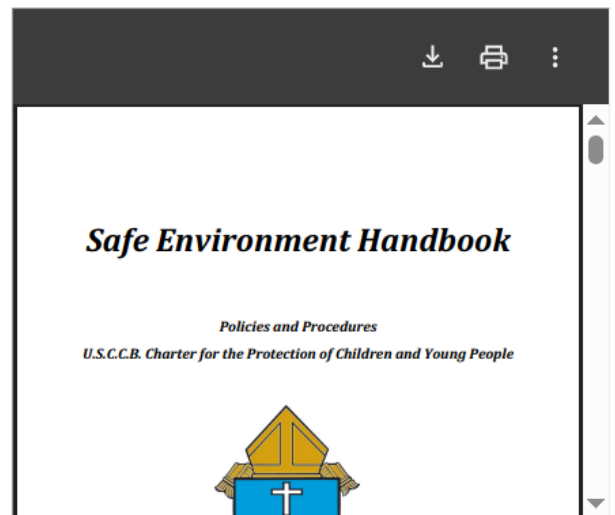
Click **Confirm** to proceed:

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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



Diocese of Bridgeport, CT

2020 Safe Environment Handbook (Executive Summary)



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

Continue

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?

YES

NO

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 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

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.



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 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 completed 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

Background Check Information

Personal Information | Confidential background information | Agreement

Personal Information

First Name: [Text Field] Last Name: [Text Field] Email: [Text Field]

Current Address: [Text Field] City: [Text Field] State: [Text Field] Zip: [Text Field]

Home Phone: [Text Field] Work Phone: [Text Field] Cell Phone: [Text Field] E-mail Address: [Text Field]

Agreement

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 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 completed 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](#)

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

Personal Information

Social Security Number: [Text Field] Date of Birth: [Text Field]

Agreement

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 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 completed the information itself or received it from other sources.

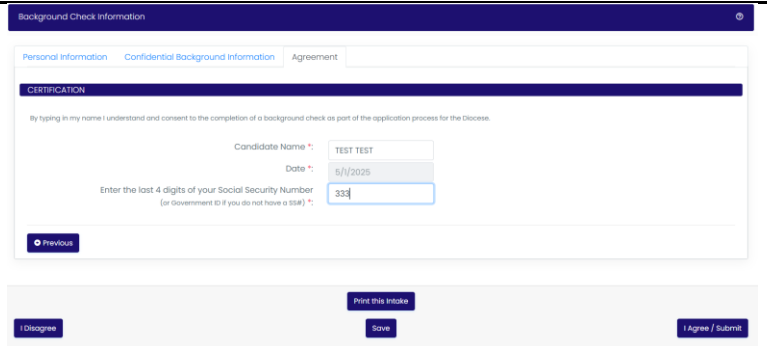
When you leave the VIRTUS site, you will be directed to the secure website of the company that performs background checks for the diocese, Mind Your Business, Inc.

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

[Begin MYB Background Check](#)







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.



The screenshot shows the 'Background Check Information' form. It has tabs for 'Personal Information', 'Confidential Background Information', and 'Agreement'. The 'Agreement' tab is active, showing a 'CERTIFICATION' section. The user is prompted to enter their name, date, and the last 4 digits of their Social Security Number. The 'Candidate Name' field contains 'TEST TEST', the 'Date' field contains '5/1/2025', and the 'Enter the last 4 digits of your Social Security Number' field contains '3333'. There are 'Previous', 'Print this info', 'Save', and 'I Agree / Submit' buttons at the bottom.

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.

Current Training  Your training is current You are redirected for an upcoming session	Compliance Summary  Not compliant	Required Documents  Your documents are current
Contacts  Paula Orsini paola.orsini@diobpt.org (203) 416-1407 Erin M. Neil, LCSW, Director of Safe Environments eneil@diobpt.org (203) 416-1406	My Info  Your primary location Catholic Center (Bridgeport) Your primary role Employee	Reporting Abuse  Click here for reporting options

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