

Virtus New User Registration Instructions

- Kindly visit www.virtus.org and select **Toledo Diocese**.
- **Create a User ID and Password** you can easily remember. E-mail addresses are suggested for User IDs.
- **Provide all of the information requested**, including First, Middle, and Last Name, E-Mail Address, Home Address, City, State, ZIP, Phone Number, Last Four Digits of SSN, and Date of Birth. **Click Continue**.
- **Select the Primary Location** where you volunteer (**Christ the King**). **Click Continue**.
- **Your Selected Location(s) are displayed** on the screen. Select **Yes** if you need to add secondary locations. Otherwise, select **No** if your list of locations is complete.
- **Select the Roles** that you serve at Christ the King (i.e. Volunteer). Check all roles that apply.
- **Enter your Title** in the box that best describes your role at Christ the King (School Volunteer, Room Mom, Hall Monitor, etc.). **Click Continue**.
- **Select any Additional Roles** that you are associated with at Christ the King. **Click Continue**.
- **Read the Expectations Form** and **provide your electronic signature and today's date**. **Click Continue**.
- **Select the Online Training** you wish to complete (Protecting God's Children in English or Spanish).
- **Click on Begin Background Check** to be directed to the Selection.com *Fastrax* background check secure website. **Click Enter Background Check Info**.
- **Complete the Steps within the background check process**. The cost is \$25 which may be considered a contribution to Christ the King. If the cost is an issue, please contact the school office. Once you close the Fastrax screen ("x" in the corner), you will automatically be taken to the online training course.
- **Click on the Green Circle to begin the Online Training**. The course should take about 90 minutes. Upon completion, the last screen will allow you to print a certificate. You will be able to log back into your account and access the certificate.

If you have additional questions about Virtus Online training, please contact the Virtus Help Desk at 1-888-847-8870. Thank you! You may also contact Brian Smith, Compliance Officer, at 419-475-4348, ext. 105, or bsmith@cktoledo.org. If you already volunteer at Christ the King and have previously fulfilled requirements for our Safe Environment Program, contact Brian Smith to verify current status. Re-certification is required every five years. Thank you for your patience and cooperation. Remember, this is about the safety of our children.