

Diocese of Pensacola-Tallahassee School Employee or Volunteer Registration Instructions

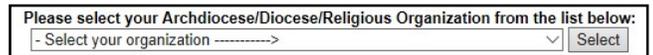
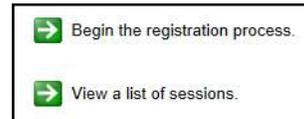
Please register for online training within **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37827

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

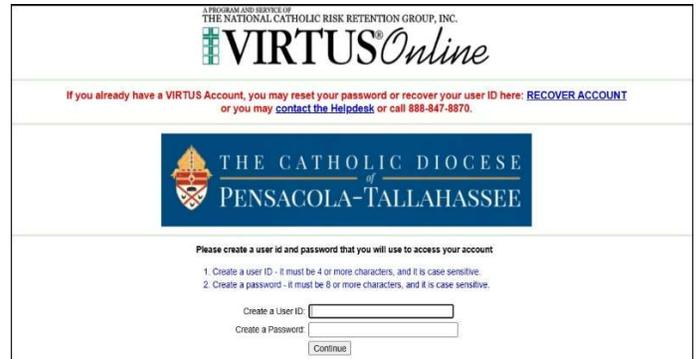
On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process. Select the name of your organization **Pensacola-Tallahassee (Diocese)** (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Create a User ID and Password you can easily remember. The password must be any 8 or more characters.

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.



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, Date of Birth, and any Aliases.

(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

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Coordinator 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:

Legal First Name:

Legal Middle Name:

Legal Last Name:

Nickname:

Suffix:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

Driver's License / Other ID:

State of Issue:

Select the primary location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Please select the primary location where you work or volunteer.

Location:

Your selected location(s) are displayed on the screen.

Select the role(s) that you serve within the diocese. (Use descriptions supplied, to help determine appropriate role(s) to select.)
 Example: Volunteer

Please check **all** roles that apply.
 Example: Educator – Athletic Coach

You can also enter your Title or Position of Service at the bottom of the screen.

Click **Continue** to proceed.

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.

Seminarians
 Enrolled and studying to become a priest.

Candidate for ordination
 Enrolled and studying to become a permanent deacon.

Deacon
 Ordained permanent deacon.

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 delay your registration and may result in unnecessary charges to your parish or school.

Educator
 Catholic School teachers, substitute teachers, and staff including accredited and non-accredited staff in the Catholic Schools, i.e. principals, salaried teachers, administrators, and school directors, to include pre-school. This role is NOT for CRE, Catechists or Parish Religion Educator staff (they should use the volunteer role or employee role depending on if they are paid or not).

Employee
 Paid employees working in a parish. Paid employees working in a school that is NOT an educator.

Independent Contractor
 Contracted person who has DIRECT care of children. Such as, a speech therapist or behavioral therapist that is paid by another entity outside of the Diocese of Pensacola-Tallahassee payroll.

Priest
 Ordained Priest.

Student Employee - Teen Peer Leader
 High school student that is employed by the Diocese and will be in the care of children. This includes CYSL, summer camp and VBS paid employees.

Student Volunteer - Teen Peer Leader
 High school student that is volunteering within the Diocese and will be in the care of children. This includes CYSL, summer camp and VBS programs and those volunteering with children to obtain volunteer hours for school requirements.

Vendor
 A contracted personal or business with no direct care of children and will be on a school or church property when children MAY or MAY NOT be present. Such as a plumber, plumbing or lawn care service.

Volunteer
 A volunteer serves in a variety of positions without pay or remuneration of any kind. Such as catechist, eucharistic ministers, school volunteers, parish volunteers or volunteer athletic coaches. Those who receive a stipend or any financial compensation are considered employees.

Please select any additional roles you perform at this location.

Athletic Coach

Before Care/After Care Employee

Catechist

VPK/Pre-School

If you have a title within this organization, please enter it below.
 If you do not have a title, please briefly describe what you do for this organization.

Title or Position of Service:

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Please select **Yes** if you have any additional locations or click **No** to continue.

A screenshot of the VIRTUS Online registration interface. At the top, it says 'A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. VIRTUS Online'. Below that, it states 'You have chosen following locations and roles: St. Paul Catholic School • Athletic Coach • Volunteer ✓'. At the bottom, it asks 'Are you associated with any other locations?' with 'Yes' and 'No' buttons.

Answer the questions and check the declaration box. Type in your name and the date and click Continue.

Will you be driving on behalf of the Diocese of Pensacola-Tallahassee?
 Yes
 No

Will you be driving **children/students** on behalf of the Diocese of Pensacola-Tallahassee?
 Yes
 No

Will be handling money or credit cards on behalf of Diocese of Pensacola-Tallahassee?
 Yes
 No

Do you manage or supervise employees or volunteers on behalf of the diocese in any capacity?
 Yes
 No

I declare that the statements on this form are true and correct

Full Name (first, middle, and last)*: (John D. Smith)
 Today's Date*: (mm/dd/yyyy)

Please review and acknowledge you have read the following document:

➤ **Diocese of Pensacola-Tallahassee Pledge**

To proceed, please **Confirm** by clicking on the checkbox to acknowledge “I pledge to follow these guidelines in my relationships with all persons with whom I have contact in my ministry, especially minors and/or vulnerable adults.” and enter your full name and today’s date.

Click on **Continue**.

A screenshot of a PDF document titled 'Diocese of Pensacola-Tallahassee Pledge to Promote a Safe Environment'. The document text includes: 'Pledge to Promote a Safe Environment in the Whole Community of the Faithful', 'As a member of the church, as clergy, an employee, volunteer, vendor or independent contractor of the Diocese of Pensacola-Tallahassee serving in a professional role, I am committed to being a person of good moral character...', and a list of three pledges: 1. Treat everyone with respect, loyalty, patience, integrity, courtesy, dignity, and consideration... 2. Assume the full burden of responsibility for setting and maintaining clear and appropriate physical and emotional boundaries... 3. Be proactive in identifying minors and/or vulnerable adults who may be at risk of unhealthy relationships... At the bottom, there is a checkbox: 'I pledge to follow these guidelines in my relationships with all persons with whom I have contact in my ministry, especially minors and/or vulnerable adults.' Below that are input fields for 'Full Name (first, middle, and last)*' (John D. Smith) and 'Today's Date*' (mm/dd/yyyy), and a 'Continue' button.

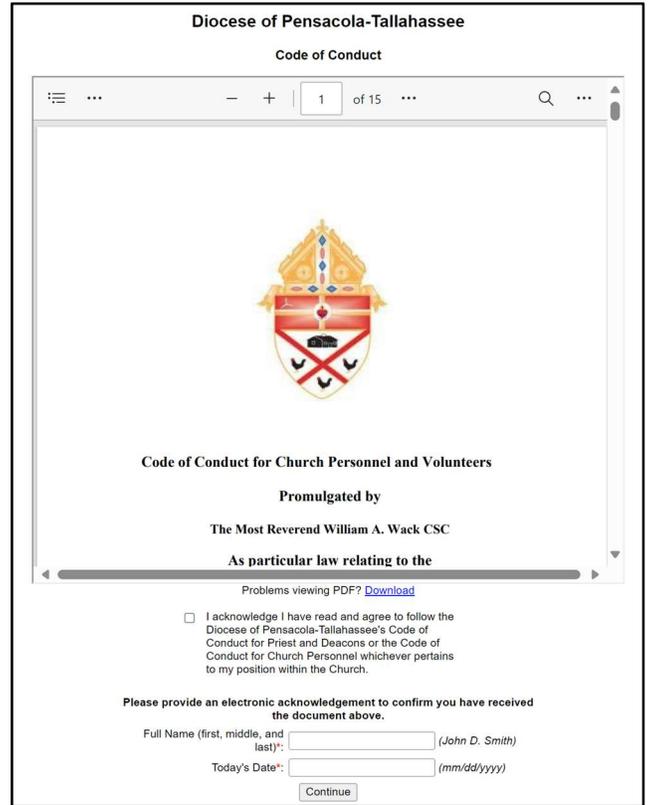
Diocese of Pensacola-Tallahassee School Employee or Volunteer Registration Instructions

Please review and acknowledge you have read the following document:

➤ **Diocese of Pensacola-Tallahassee Code of Conduct**

To proceed, please **Confirm** by clicking on the checkbox to acknowledge “I acknowledge I have read and agree to follow the Diocese of Pensacola-Tallahassee’s Code of Conduct for Priest and Deacons or the Code of Conduct for Church Personnel whichever pertains to my position within the Church” and enter your full name and today’s date.

Click on **Continue**.



Diocese of Pensacola-Tallahassee

Code of Conduct

1 of 15



Code of Conduct for Church Personnel and Volunteers

Promulgated by
 The Most Reverend William A. Wack CSC

As particular law relating to the

Problems viewing PDF? [Download](#)

I acknowledge I have read and agree to follow the Diocese of Pensacola-Tallahassee’s Code of Conduct for Priest and Deacons or the Code of Conduct for Church Personnel whichever pertains to my position within the Church.

Please provide an electronic acknowledgement to confirm you have received the document above.

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

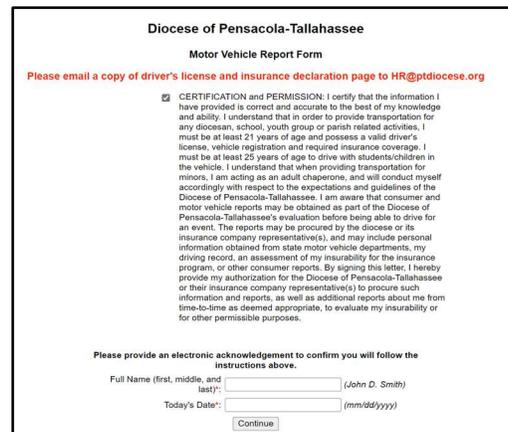
Today's Date: (mm/dd/yyyy)

If presented with this screen, please review and acknowledge you have read the following document:

➤ **Diocese of Pensacola – Motor Vehicle Report Form**

To proceed, please **Confirm** by clicking on the checkbox to acknowledge and enter your full name and today’s date.

Click on **Continue**.



Diocese of Pensacola-Tallahassee

Motor Vehicle Report Form

Please email a copy of driver's license and insurance declaration page to HR@ptdiocese.org

CERTIFICATION and PERMISSION: I certify that the information I have provided is correct and accurate to the best of my knowledge and ability. I understand that in order to provide transportation for any diocesan, school, youth group or parish related activities, I must be at least 21 years of age and possess a valid driver's license, vehicle registration and required insurance coverage. I must be at least 25 years of age to drive with students/children in the vehicle. I understand that when providing transportation for minors, I am acting as an adult chaperone, and will conduct myself accordingly with respect to the expectations and guidelines of the Diocese of Pensacola-Tallahassee. I am aware that consumer and motor vehicle reports may be obtained as part of the Diocese of Pensacola-Tallahassee's evaluation before being able to drive for an event. The reports may be procured by the diocese or its insurance company representative(s), and may include personal information obtained from state motor vehicle departments, my driving record, an assessment of my insurability for the insurance program, or other consumer reports. By signing this letter, I hereby provide my authorization for the Diocese of Pensacola-Tallahassee or their insurance company representative(s) to procure such information and reports, as well as additional reports about me from time-to-time as deemed appropriate, to evaluate my insurability or for other permissible purposes.

Please provide an electronic acknowledgement to confirm you will follow the instructions above.

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

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

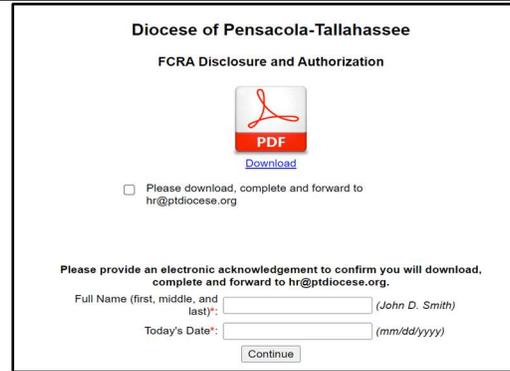
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If presented with this screen, please review and acknowledge you have read the following document:

➤ **Diocese of Pensacola – FCRA Disclosure and Authorization**

Please download the document, complete it and forward to HR@ptdiocese.org for processing.

To proceed, please **Confirm** by clicking on the checkbox to acknowledge and enter your full name and today's date. Click on **Continue**



ALL school employees and volunteers must sign this Clearinghouse Privacy Policy. Please review and acknowledge that you have read the following document:

➤ **Clearinghouse Privacy Policy Agreement and Statement**

To proceed, please **Confirm** by

1. clicking on the checkbox to acknowledge "I hereby represent that I have read and understand this document."
2. Enter your full name and today's date (use the "/" in between the dates). Ex: 06/03/2025

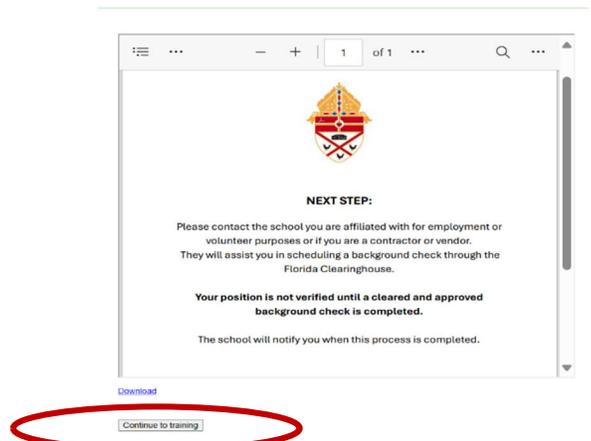
Click on **Continue**.



NEXT STEP Instructions for the NEW Clearinghouse background check process.

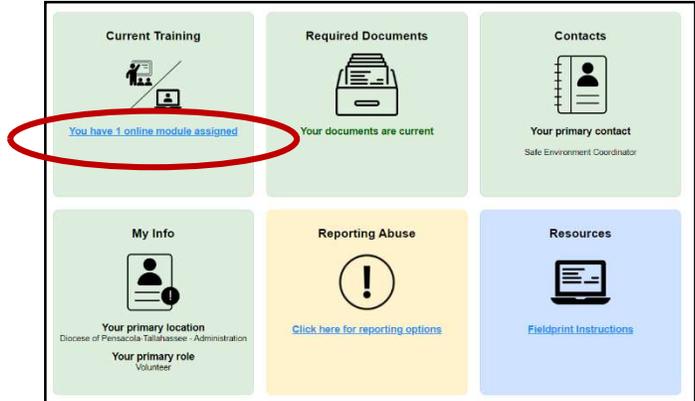
Step 1 Contact the **school** that you work or volunteer with and they will provide a time at the school to initiate the Clearinghouse background check application.

Step 2 Click "Continue to Training"



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To complete your online training, click on the blue link in the “Current Training” box.



Please click on the green circle to begin the Online Training module(s) presented.

Note: Once your account is **activated by the Diocese**, you can log back into your account and access the certificate(s).

Online Training Modules

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

- [Anti-Harassment Training 2.0](#)
 Assigned: 01/31/2024
 Due: 02/14/2024
- [Protecting God's Children Online Awareness Session 4.0](#)
 Assigned: 01/31/2024
 Due: 02/14/2024

OR

Online Training Modules

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

- [Anti-Harassment Training 2.0](#)
 Assigned: 01/31/2024
 Due: 02/14/2024
- [Bloodborne Pathogens \(2020\)](#)
 Assigned: 01/31/2024
 Due: 02/14/2024
- [Protecting God's Children Online Awareness Session 4.0](#)
 Assigned: 01/31/2024
 Due: 02/14/2024

If you have additional questions about VIRTUS Online training, please contact your local safe environment administrator at your parish or school or your Diocesan Administrator Mark Lee at leem@ptdiocese.org



For trouble logging in, you can contact your Diocesan Administrator Mark Lee 850-435-3570 or the VIRTUS Help Desk at 888-847-8870.



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