

**St. Augustine Catholic School**  
**Archdiocese of Baltimore Registration Instructions**  
**Volunteer with Substantial Contact with Children**

**Step by Step Instructions are available on our school website.**

- 1) **All volunteers must register with VIRTUS Online.** To register, click on or type in your browser the following link: [https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37349](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37349).
- 2) 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, and Date of Birth. **(Note: Do not click the back button or your registration will be lost.)** Click **Continue** to proceed.
- 3) **Select the PRIMARY location** where you work or volunteer by clicking the downward arrow and highlighting the location. Click **Continue** to proceed.
- 4) **Your selected location(s) are displayed on the screen.**

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**.

- 5) **Select the role** "Volunteer with Substantial Contact with Children" that you serve within the Archdiocese of Baltimore and/or parish/school. (Use descriptions supplied to help determine appropriate role(s) to select.) Please check **all** roles that apply. Click **Continue** to proceed.
- 6) **Please answer the following two questions:**

*Are you employed full or part time by the Archdiocese of Baltimore or any of its churches or schools?*

*A driving record check is required for Church Personnel at a Covered Entity when driving others is an explicit requirement of their employment or volunteer duties or operating a vehicle owned or leased by a Covered Entity and/or the Archdiocese. Do you require a driving record check as part of your service to the Archdiocese of Baltimore? Click **Continue** to proceed.*

- 7) **Please answer the following three questions and then Click **Continue** to proceed :**

*Have you ever had your volunteer services or employment terminated by any parish, school or institution?*

*Have you been terminated from volunteer service or employment due to suspected child abuse?*

*Have you ever been accused of physically, sexually or emotionally abusing a child, or have you ever been accused of neglecting a child?*

- 8) **Please review the following and respond to each of the documents, *Code of Conduct for Church Personnel of the Archdiocese of Baltimore* and *A Statement of Policy for the Protection of Children and Youth*.** To proceed, please **Confirm** by clicking on; "I hereby represent that I have downloaded, read and understand the documents," and enter your full name and today's date. Click on **Continue**.
- 9) **Please answer the ten questions presented to you.** If you answer correctly, please proceed to the next.
- 10) **Please submit three references and provide their emails.** Click on **Save** to continue. We email an electronic reference form which needs to be returned to complete your file before you can volunteer.
- 11) **Please select the online session :** Protecting God's Children® Online Maltreatment Awareness Session 3.2 Baltimore. Click on **Complete Registration** to continue.
- 12) **Click on Complete ESR Background Check** to be directed to the ESR background check secure website. **Please** complete the steps within the background check process, for which you will need your Social Security Number or Tax ID number and your current and prior full residential addresses for the past seven years where you lived, worked, or studied. Once you submit your consent form in ESR, you will proceed to enter your information for the background screening. Once you close the ESRCheck screen, you will be taken automatically to the online training course.
- 13) **Click on the green circle to begin the Online Training.**

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. If you have questions regarding your background check submission, please contact the Office of Child and Youth Protection at the Archdiocese of Baltimore at 410-547-5348. Please email St. Augustine School, Virtus Coordinator, Lisa Toles-Felton [lfelton@staug-md.org](mailto:lfelton@staug-md.org) when you have completed the process. Thank you!