

INSTRUCTIONS FOR NEW VIRTUS® USERS DURING COVID-19

The Diocese of Kansas City-St. Joseph is committed to providing a safe environment for children, youth, and vulnerable adults. The Diocese of Kansas City-St. Joseph requires all prospective employees and all volunteers who will be in contact with children/youth, or who will be supervising minors or vulnerable adults, to comply with our safe environment program requirements. These requirements are documented in a VIRTUS® account.

Please follow these steps to establish your VIRTUS® account and meet our safe environment program requirements. **Please use a laptop or PC as the process is not fully supported by using a smart phone or tablet such as an iPad.**

1. Go to www.virtus.org and click on “First-Time Registrant” on the left side of the page.
2. Click on the green arrow for “Begin the registration process.”
3. Click on the down arrow to find “Kansas City-St. Joseph,” highlight it, and click “Select.”
4. Follow the instructions to create your user ID and password and continue the registration process.
5. Read and acknowledge your commitment to the code of conduct policy, *Ethics and Integrity in Ministry (EIM) Code of Conduct Policy*.
6. Enter your data and provide your consent for a background screening.
7. Complete two online training modules: *Protecting God’s Children Online Awareness Session 3.0* and *Mandated Reporters: Recognizing and Reporting Child Abuse*. Each module takes 50-60 minutes to complete and both must be completed to meet the training requirement.

The Office of Child and Youth Protection (OCYP) is available to assist you if you should have questions or concerns as you complete this safe environment screening process. You may email us at ocyp@diocesekcsj.org or contact one of us directly. Thank you for being a part of our safety net of protection for children, youth, and vulnerable adults.