

STOP! LOOK! READ ABOUT...

THE VIRTUS PROCESS

There are several things you must do to be in compliance for the VIRTUS Program.

Go to your parish, school, or institution office. Introduce yourself to whoever is responsible for the Volunteers OR employees. (Parish priest, Principal, Director of the Institution or it could be the coach of the team you are volunteering for.). **Request copies of the Volunteer Application Form used for Background Checks and the 2007 Policies and Procedures for Addressing Adult Sexual Misconduct Acceptance Form. Fill them out and give them back to St. Timothy's Parish Coordinator (Kay Schuele 384-1100) to process through the Diocese. The booklet that goes with the 2007 Acceptance form is available on the www.covingtondiocese.org website under 2007 Diocesan Policy in the Child and Youth Protection section on the right hand side.**

REGISTERING ON-LINE

Go to www.virtus.org. Click on the Registration link in the left green area of the page. Begin the registration process. Select in the dropdown list Covington, KY (Diocese), Create your USER ID. Our diocese requests that you use your email address for your user id. Create a password. Make a notation of these somewhere. You will need them every time you access Virtus. They are case sensitive so if you have a printer, it's good to print yourself a copy now. Continue filling in your information. Select a Primary location (This is where you will be primarily volunteering or working and where your paperwork is on file.) You may select secondary locations. Select your role in the Diocese. Select Parent only if you do not wish to be a Volunteer Parent and do not want to receive the monthly bulletins. If you wish to be a Volunteer Parent, select Volunteer. Continue your registration. Select Yes or No when you get to the page about attending a session. If no, select the session you wish to attend. If you have already attended a session, you will have the option to select which one you attended. Please email the approximate date and place to AGEIGER@COVINGTONDIOCESE.ORG if you register on-line after you have attended the class. Your account will not be readily seen until all of your paperwork has been processed. Please do not register a second time. You should receive a notification from Virtus that you have registered. It will come from system@virtus.org or www.agnos.net

Your account is released after the 2007 Acceptance Forms are recorded and your background check has been processed through your coordinator, the Diocese and Frankfort. If your spam blocker on your computer is setup to accept emails from system@virtus.org, you will then receive an email from Virtus with your account information including your user ID and password. Now you will be ready to start doing your bulletins. Bulletins must be done monthly. To be in compliance, the Diocese requires 75% of them must be read.

After a year there will be what is called a module to complete on your account right below the bulletins. You can access them through the My Training tab, choose Recertification link on the screen on the left. After 3 years of faithfully doing your monthly bulletins, you will only be required to do a Quarterly Bulletin. You will still get your monthly bulletins, but you are then required to read only the quarterly and recertification modules (5 per year).

If you have any other questions, please contact Anita Geiger at AGEIGER@COVINGTONDIOCESE.ORG or by phone at 859 392-1565.