



## Archdiocese of Baltimore Registration Instructions Volunteer with Substantial Contact with Children

1. All volunteers must register with VIRTUS Online. Go to [virtus.org](http://virtus.org) and choose "First-Time Registrant" then choose "Begin e registration process".
2. Select "Baltimore" as the diocese.
3. 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.
4. Your primary location is John the Evangelist School, Hydes, St
5. Select "Volunteer with substantial contact" This is the required designation for all school functions.
6. Please note: you will not need a driving record check
7. 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.
8. Please answer the ten questions presented to you.
9. Please submit three references. Include mailing addresses so that we can send a form to each of them.
10. Click on Complete ESR Background Check to be directed to the ESR background check secure website. This is the correct screening even though it is titled "Employee"

11. Be certain to complete the entire ESR background check. If you do not finish the process, your Screening Coordinator will need to change the settings so that you can begin again.
12. Once you close the ESR Check screen, you will be taken automatically to the online training course.
13. Choose online training Baltimore Protecting God's Children 3.2. Do not fast forward through the training or you will not be able to proceed. The training session will save your place if you wish to leave and continue it at a different time.