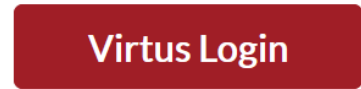


To take the **Virtus** online training, first-time users of Virtus, and those who registered for an account **prior to 2018**, must **register** for a **new** Virtus account:



- Visit [VermontCatholic.org/training](http://VermontCatholic.org/training) and click on the red **Virtus Login** button, or [click here](#).

### Step 1: Virtus Account Creation

Use the form in the **middle of the screen under the Diocese of Burlington logo** and follow the steps below:



- In the *User ID* field, enter a short name, **without spaces**, such as “janesmith”. If your preferred User ID is already taken, try “janesmith123”.
- In the *Password* field, enter a password you can easily remember.
- Click **Continue** to proceed.

- **Enter all** personal information requested on the form. An email address is required. If you do not have one, please consider obtaining a free email account at [gmail.com](http://gmail.com) or any other free service. This is important for successful registration.

- Click **Continue** to proceed.

- **Select** your PRIMARY location (parish/school) from the dropdown menu.
- If you serve at multiple locations, you can enter these later.
- Click **Continue** to proceed.

**Please select the primary location where you work or volunteer.**

Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.

- Your selected primary location will be displayed.
- **If** you need to add secondary/additional locations, click **Yes**, and follow the instructions.
- Otherwise, click **No**.

**This is the list of locations with which you are associated:**

Christ the King School (Burlington)

**Do you work or volunteer in another location?**

- **Select** the **role** in which you serve.
- Enter a **Title** or **Description** of what you do.
- Click **Continue** to proceed.

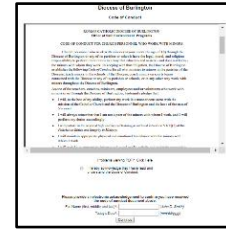
Do you work or volunteer in another location?

Yes  No

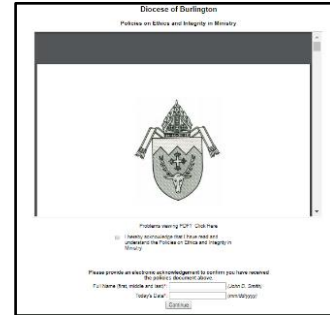
If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.

## Step 2: Policies & Code of Conduct

- **Read the Code of Conduct.**
- **Click** the box by, *“I hereby acknowledge that I have read and understand the Code of Conduct.”*
- **Enter your full name and today’s date.**
- Click **Continue** to proceed.

A screenshot of a web page titled "Diocese of Burlington Code of Conduct". It contains a scrollable area with text and a "I hereby acknowledge that I have read and understand the Code of Conduct." checkbox. Below the checkbox are fields for "Full Name" and "Date" and a "Continue" button.

- **Read the Policies on Ethics and Integrity in Ministry.**
- **Click** the box by, *“I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry.”*
- **Enter your full name and today’s date.**
- Click **Continue** to proceed.

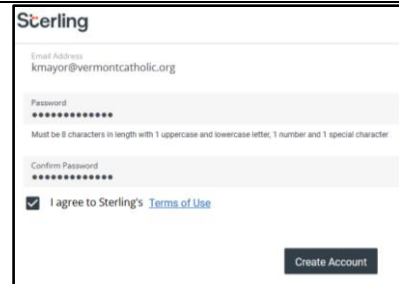
A screenshot of a web page titled "Diocese of Burlington Policies on Ethics and Integrity in Ministry". It features the Diocese of Burlington logo and a "I hereby acknowledge that I have read and understand the Policies on Ethics and Integrity in Ministry." checkbox. Below are fields for "Full Name" and "Date" and a "Continue" button.

## Step 3: Routine Background Check

- **Click on Begin your Sterling Volunteers Background Check.** You will be redirected to a secure web site called “Sterling Volunteers,” which is also used for employee and faculty compliance.

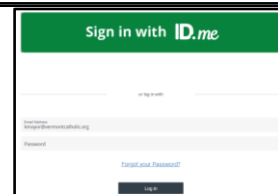
[Begin your Sterling Volunteers Background Check](#)

- **Enter a password** in the first box and confirm your password in the second box. This is to allow you to access any background check that is run on you.
- **Click Create Account.**
- **Check your email** and look for an email from Sterling.app with the title “Please confirm your email” and click on **Confirm.**

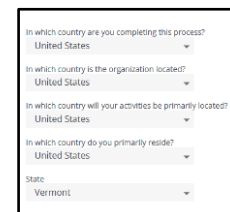
A screenshot of the Sterling account creation page. It has fields for "Email Address" (kmayor@vermontcatholic.org), "Password", and "Confirm Password". A checkbox is checked for "I agree to Sterling's Terms of Use". A "Create Account" button is at the bottom right.

You have received this message because your email address has been registered to an account with Sterling Talent Solutions. Please confirm your email address by clicking the button below.  
By clicking this link, you are confirming your email address.  
[Confirm](#)

- **Login** by entering the password you just created.
- Please disregard the “Quick Setup” notice and **click Continue.**

A screenshot of the ID.me login page. It has a "Sign in with ID.me" button at the top. Below are fields for "Email Address" (kmayor@vermontcatholic.org) and "Password", with a "Forgot your Password?" link. A "Log In" button is at the bottom.

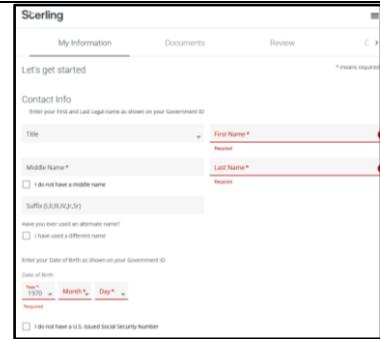
- **Select** your country and state using the dropdown menus.
- Click **Next** to proceed.
- On the following screen, click **“OK, let’s go”** to proceed.

A screenshot of a form with four dropdown menus. The questions are: "In which country are you completing this process?", "In which country is the organization located?", "In which country will your activities be primarily located?", and "In which country do you primarily reside?". The "State" dropdown is set to "Vermont".

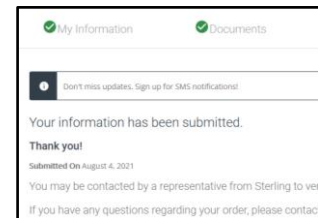
- **Read** the Consent to Use agreement.
- **Enter** your first and last name in the box at the bottom.
- Click **Sign** to proceed.
- **Continue reading** through the required disclosures, authorizations, and information, clicking **Next** to proceed through each one.



- On the “My Information” page, **enter** your name, date of birth, SSN, and all other required information. Please also select your **title**.
- On the screen that says, “Is there anything else you would like to provide,” please click **next** to proceed.



- Click **Confirm** to verify that the information you have entered is correct.
- When the background check submission process is complete, you will be shown a screen that says, **“Your information has been submitted.”**



**Step 4: Virtus Training**

- Return to [VirtusOnline.org](http://VirtusOnline.org) and log in again if necessary.
- **Click** on the **Green Circle** or title of the training course to begin the online training.
- **The training** is a series of **questions** and **videos**.
- Please answer the questions and let the videos play through completely without skipping.
- The training is complete when you are given an option to see your **certificate** of completion.

**Online Training Courses**

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

- **Protecting God's Children® Online Awareness Session 3.0**  
Assigned: 11/15/2018  
Due: 11/29/2018

**You are done!**

**Thank you** for completing the registration, policies, background check, and training!



If you have any questions or concerns, please call the **Office of Safe Environment Programs** at:

**(802) 658-6110**  
**Extension 1218 or 1219**