

Re-Certification Instructions

VIRTUS RE-CERTIFICATION ONLINE & MYB BACKGROUND CHECK RENEWAL

If you registered and attended a Live <i>VIRTUS</i> <i>Protecting God's Children</i> training and criminal background check in the past, and you are now due to complete re-certification, please Go to <u>www.virtus.org</u> and enter your USER ID and PASSWORD.	APROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION C INFORMATION OF THE NATIONAL CATHOLIC RISK RETENTION C INFORMATIONAL CATHOLIC RISK RETENTION C INFORMATION C
Your local parish or school Safe Environment Coordinator should be available to assist you if you have any questions:	LOGIN FOR EXISTING ACCOUNTS Username: Password: Sign In Need login information?
Name:	FIRST-TIME REGISTRANT
Phone and email:	ESPAÑOL: ACCESO O INSCRIPCIÓN
RACOVERV.	
PASSWORD RECOVERY: If you attended a VIRTUS training in the past, you do have USER ID and/or PASSWORD, contact your school or paris	an account. If do not remember your sh Safe Environment coordinator for

assistance. Your Local Coordinator will email you your unique USER ID and PASSWORD. Please record this here for future reference. You may also ask your coordinator to change your password for you.

USER ID:	
PASSWORD:	

OR

Go to www.virtusonline.org. Go to the left side of the screen, select the yellow link labeled Forgot your Password Click Here and provide the necessary information. You will receive an email response from the VIRTUS helpdesk.



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Once you have your USER ID and PAS website in the spaces provided and select First you should be presented with the	SWORD enter this information on the main VIRTUS et Login
information plasse ask your local Saf	a Environment Coordinator to place the background
about antion so you may complete it (Indina
check option so you may complete it c	Junit.
	Missing User Data
You are required to have the	following information associated with your user record.
Date of Birth:	(MM/DD/YYYY)
Address	
Address.	
City:	stamford
State:	CT - Connecticut 🗸
Zip:	06905
- 30	Castinus
	Continue
Then, please select the best role that des	cribes your position at the School/Parish
A PROGRAM AND SERVICE OF	Update My Account
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.	
VIRTUS Onlin	e
Training Toolbox Library Facilitators My Diocese Administration	n
Training	Astrid (Demo) Alvarez (I
	Diocese of Bridgep
Training Bulletins For Adults	
For Facilitators Please answer Favorites	the following question: In the Diocese of Bridgeport I am in the following category:
O Seminarian, Candidate for the Dia	conate
Priests & Deacons	
O Religious Sister or Brother	
Live Training O Lay Employee	
Message Center O Volunteers supervising others or V	/olunteers who have scheduled contact with children
Training Compliance O Volunteer with no scheduled conta	act with children and no supervisory role
Update My Account	enant who is not working in any capacity with children
O Other (I am taking the VIRTUS tra	ining for information only or I am a member of another Archdiocese/diocese) I will not be working or volunteering
In the Diocese of Bridgeport	Cartificus
	Continue

Once selected, you will be presented with the following screen. You must download, read and acknowledge receipt for the Diocese of Bridgeport Safe Environment Handbook which is located in Toolbox. When you open the policy you will be prompted to electronically acknowledge receipt and you may download the Executive Summary that applies to you and return that single sign-off







	Complete Your Mind Your Business Background Check
ecu sclo rea inf hrou and self der	by authorize the Diocese of Bridgeport, and Catholic Mutual Group, Inc., by and through its independent contractor, MIND JR BUSINESS, INC. ("MYB"), to procure a report and/or investigative report on me. Criminal Conviction Check, **Social rity Number Trace & Education Verification, if degree required. I understand that I am entitled to a complete and accurate osure of the nature and scope of any investigative report prepared on me upon written request to MYB that is made within sonable time after the date hereof. I further authorize any person, business entity or governmental agency who may have formation relevant to the above to disclose the same to Diocese of Bridgeport, and Catholic Mutual Group, Inc., by and ugh MYB, including but not limited to, any courthouse, any public agency, any and all law enforcement agencies and any all credit bureaus, regardless of whether such person, business entity or governmental agency compiled the information for received it from other sources. I hereby release Diocese of Bridgeport, and Catholic Mutual Group, Inc., MYB and any ill persons, business entities and governmental agencies, whether public or private, from any and all liability, claims and/or mands, of whatever kind, to me, my heirs, or others making such claim or demand on my behalf for procuring, providing and/or assisting with the compilation or preparation of the report and/or investigative report hereby authorized.
	SPECIAL INSTRUCTIONS:
*If y the sa equi Mo rivin	rou are a volunteer who will not be in scheduled contact with children, your Social Security Number is not required during registration process. You may complete this screen by entering all 1's (111-11-111). If multiple results return under the ame name as you, you will be required to provide additional information to MYB, including The Credit History Check is ired for Clergy, Seminarians, Candidates for the Diaconate, Employees, and Volunteers with Financial Responsibility The otor Vehicle Report is required for Clergy, Seminarians, Candidates for the Diaconate, Employees, and Volunteers with Financial Responsibility The otor Vehicle Report is required for Clergy, Seminarians, Candidates for the Diaconate, Employees, and Volunteers with ig Responsibility IF YOU HAVE QUESTIONS, YOU MAY CONTACT: MYB 1-888-758-3776 or 1-888-869-2462 (Toll Free) or you may contact Lauren McIntryre Dedicated Account Specialist MYB (828) 698-9906.
Vhei	n you leave the VIRTUS site, you will be directed to the secure website of the company that performs background checks for the diocese, Mind Your Business, Inc.
	Click the button below to be redirected to the Mind Your Business secure website.
	Begin MYB Background Check

Select Begin MYB Background Check

You will be forwarded directly to MYB's website where you will be asked to provide you Social Security Number and your date of birth. If you are a volunteer who is not working in scheduled contact with children, you are not required to provide your Social Security number. You will need to enter all 1's in the field as follows: 111-11-1111. The date of birth is always required.

If "duplicate information" is returned by MYB (if there is more than one person with your name and date of birth), your Social Security Number will become necessary in order to properly identify you.



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ease enter the following information:	
cial Security Number	2.0

Select Submit

If needed, please click on "training" on the left hand side menu and the select the title **Protecting God's Children Online Awareness Session 3.0** and. Next select Click here to begin the presentation.

You will be presented with a series of questions and videos. There are 13 lessons that you are required to complete. You will be required to answer questions before and after each lesson. Once you submit the correct answer, you will be asked to view the videos. For best results, allow the lesson to play completely through. Please do not fast forward the video. If you must leave your session early, close out your lesson by clicking on the red X on the upper right hand of your screen. You will be able to log in at a later time and automatically resume at the exact point where you left off.

The minimum amount of the time to view the videos and answer each question is approximately one hour. At the end of your session, you will be able to print out a certificate of completion for your records. Please return the certificate to the location(s) you work or volunteer.

If you have any questions during the re-certification process, begin by contacting your school, parish or diocesan Safe Environment coordinator: **The Safe Environment Coordinator for St. Aloysius:**

Allison McCarthy amccarthy@starcc.com (203) 767-0876

The VIRTUS Help Desk at 1-888-847-8870 email is helpdesk@virtus.org

You may also contact the Diocese of Bridgeport Office of Safe Environment



VIRTUS Training and Development Specialist: Mayte Figueroa-Camilo. Her email address is Mayte.Figueroa-Camilo@diobpt.org

To reach Erin Neil, LCSW Director of Safe Environment & Victim Assistance Coordinator, please call (203) 416-1406 or email eneil@diobpt.org

Frequently asked questions:

1. Suppose I don't have access to a computer?

If you don't have access to a computer, you may renew your Virtus certification by attending a live session. (Please note that the live sessions are three hours long.)

You will be asked to complete a paper Background Check Authorization form; these forms will be provided at the live training session. Please note at the top of the form your school, parish, or other Diocesan location where you'll be serving. Return the form to: Diocese of Bridgeport, Office of Safe Environments, 238 Jewett Ave, Bridgeport, CT 06606.

2. If I don't have access to a computer, how do I register for a live session?

Please call the Virtus Help Desk at 888-847-8870 to register. Note that if you have already had Virtus training in the past, you already have a Virtus account. The Help Desk representative will locate your account and register you for training using your pre-existing account. (*Please do not create an additional Virtus account if you already have been Virtus trained in the past*!)

3. Is my personal information safe?

Both the Virtus and the MYB sites (used to process background checks) are secure websites, using SSL (Secure Socket Layer) protocols. Entering this information, yourself is actually more secure than using a paper form for another person to enter on the same website. Elimination of paper also eliminates the possibility of lost or misfiled forms and therefore protects you further.

4. I attended Virtus a few years ago, but I don't remember when, and I lost my card. How do I know I need to recertify my training and background check?

Please call Mayte Figueroa-Camilo and her email address is Mayte.Figueroa-Camilo@diobpt.org for assistance. He will verify your training date and provide a replacement card if necessary.