

Create a Virtus Account, Register for Virtus Training and Background Check Submission

Prepared by:
St. Joseph Church
Hillsborough, NJ

Create a New Virtus Account

Click on
“First Time
Registrant”

The screenshot shows the VIRTUS Online website interface. At the top, it says "A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC." followed by the "VIRTUS Online" logo. Below the logo is a navigation bar with links: Home, About Us, Services / Programs, Resources, Reporting Child Abuse, and Contact Us. The main content area is divided into two columns. The left column contains a "LOGIN FOR EXISTING ACCOUNTS" section with fields for "User ID:" and "Password:", a "Sign In" button, and a link for "Need login information?". Below this is a blue button labeled "I NEED LOGIN HELP". Further down is a green button labeled "FIRST-TIME REGISTRANT", which is highlighted with a red rectangular box. Below that is a green button labeled "ESPAÑOL: ACCESO O INSCRIPCIÓN" and a red button labeled "STOP!! Partnership". The right column features a "VIRTUS Overview" video player with a play button, a section titled "Being Tethered to God" with a small image and text "Please know that God's love and vast..." followed by a "Read More" link, and a small image of a person.

Begin the Registration Process

Click on
“Begin the
Registration
Process”

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 **VIRTUS[®]Online**

→ Begin the registration process.

→ View a list of sessions.


St. Joseph Church, Hillsborough, NJ

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Select the Diocese – Metuchen, NJ (Diocese)

Click
“Select”
then choose
“Metuchen,
NJ
(Diocese)”

A PROGRAM AND SERVICE OF
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 **VIRTUS[®]Online**

Please select your Archdiocese/Diocese/Religious Organization from the list below:

- Select your organization ----->

Metro Achievement Center

Metuchen, NJ (Diocese)

Miami Independent Religious Sponsored Schools (Belen, Chaminade-Madonna, and Christopher Columbus)

Miami, FL (Archdiocese)

Military Services (Archdiocese)

Militia of the Immaculata

Missionaries of St. Charles – Scalabrinians

St. Joseph Church, Hillsborough, NJ

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Confirm You Have Not Registered Previously

Select "No"

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VIRTUS[®]Online

Have you previously registered with VIRTUS Online?

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Create a Username and Password

Create a User ID (email address) and Password.

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

VIRTUS[®]Online

If you already have a VIRTUS Account, please contact the Helpdesk at helpdesk@virtus.org or 888-847-8870 to recover your login information. Thank you!

 DIOCESE OF METUCHEN

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use.
Common abbreviations like "jambn" and "mjorn" are also likely to already be in use.
We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.
Your password must be at least 8 characters long.
[Important note about selecting passwords](#)

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Enter Your Information

Fill in the form and click "Continue".

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS[®]Online

Please provide the information requested below
DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.

Salutation: - Please select - v

First Name: *

Full Middle Name:

Last Name: *

Nickname:

Suffix: - Please select if applicable - v

Email: * ☐ No email

Home Address:

Home Address Cont'd:

City:

State: - Select - v *

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: * why?

St. Joseph Church, Hillsborough, NJ 7

Select St. Joseph (Hillsborough) as Your Parish

Select your Parish or School from the drop-down list.

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VIRTUS[®]Online

In this step, **DO NOT** select the location of your training session - you will pick that later.
We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Location: - Please select - v

Please select the primary location where you work or volunteer.

Location:

St. John the Evangelist (Lambertville)
St. John the Evangelist (Lambertville)
St. Joseph (Carteret)
St. Joseph (Hillsborough)
St. Joseph (Raritan)
St. Joseph (Washington)

St. Joseph Church, Hillsborough, NJ 8

Select Your Roles

Select:

- Primary role you will fill (Volunteer)
- Any additional roles you will perform (as needed)
- enter your title
- Click "Continue"

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS[®]Online

In this step, DO NOT select the location of your training session - you will pick that later.
We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.
Location:

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

☐ Employee

☐ Volunteer

☐ Priest

☐ Deacon

☐ Candidate for ordination

☐ Educator
Teachers, Principals, Administrators, Guidance Counselors, etc. in the Diocesan Catholic Schools. It does NOT include teacher aides, school support staff, etc. or Religious Education Catechists.

Please select any additional roles you perform at this location

☐ Catechist

☐ Coach

☐ Seminarian

☐ Youth Group Leader

☐ Parent

If you are a priest, please enter it below.
If you do not, please briefly describe what you do.
Title or Position of Service:

St. Joseph Church, Hillsborough, NJ

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Review Your Selection

Review the information and select Yes or No.

If you only volunteer at one location, select "No".

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VIRTUS[®]Online

You have chosen following locations and roles:

St. Joseph (Hillsborough)

- Volunteer ✓
- Youth Group Leader

Are you associated with any other locations?

St. Joseph Church, Hillsborough, NJ

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Review & Confirm the Code of Pastoral Conduct

Review the **CODE OF PASTORAL CONDUCT**, select the checkbox and enter your name and today's date and press "Continue"

VIRTUSOnline
Diocese of Metuchen, NJ
Volunteer Application

1 / 2 38% +

Problems viewing PDF? [Download](#)

Please download, complete this document, and provide to your Background Coordinator

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle, and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

☐ ☐

[Continue](#)

St. Joseph Church, Hillsborough, NJ

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Review, Confirm & Print the Volunteer Form

1. Review the **VOLUNTEER FORM**
2. **Print the Form, fill it out and send it to your Background Coordinator**
3. Select the checkbox
4. Enter your name and today's date and press "Continue"

VIRTUSOnline
Diocese of Metuchen, NJ
Code of Pastoral Conduct

code-of-co... 1 / 8 38% +

Problems viewing PDF? [Download](#)

I have received and reviewed The Roman Catholic Diocese of Metuchen Code of Pastoral Conduct. By means of my signature, I express my understanding and acceptance of its terms. I also understand that this form will be maintained in my secure personnel file.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle, and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

☐ ☐

[Continue](#)


St. Joseph Church, Hillsborough, NJ

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Register for a Virtus Session

Register for the
Virtus Training

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 **VIRTUS[®]Online**

Have you already attended a VIRTUS Protecting God's Children Session?

St. Joseph Church, Hillsborough, NJ

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Select the Virtus Session


Select Your
Virtus
Session.

Confirm the
Session

www.virtusonline.org says
Are you sure this is the session you wish to attend?

Click OK to complete your registration or click CANCEL to choose another session.

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 **VIRTUS[®]Online**

Please select the session you wish to attend

☐ **Protecting God's Children for Adults**

Where: St. Joseph (Hillsborough)
34 Yorktown Road - Boro Millstone

When: Thursday, June 15, 2023
6:00 PM

Estimated length of session: 3 hrs
Spaces remaining: 10 of 30

Language: This session will be conducted in English

Wheelchair accessible: Yes

☐ **Protecting God's Children for Adults**

Where: Nativity of Our Lord (Monroe Township)
185 Applegarth Road

When: Wednesday, June 21, 2023
6:30 PM

Estimated length of session: 3 hrs
Spaces remaining: 5 of 15

Language: This session will be conducted in English

Notes: Session will be held downstairs in parish hall. Please do not bring children. Conducted in English.

Wheelchair accessible: Yes

Contact: Tara Vigario (609-371-2518)

St. Joseph Church, Hillsborough, NJ

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Complete the Background Check Application

Complete the Background Check (fill in the form).

Either

- Update your legal name (if needed) or
- Select Begin Background Check

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS[®]Online

Thank you for registering with VIRTUS Online.

Your registration is not complete
You must complete a background check

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: Robert
Middle: J
Last: Ferretti

Do you need to update this information to match your FULL, LEGAL name?

If you entered your full, legal name and are ready to continue, click the button below

By clicking this button, you will be directed to their secure website called Fastrax[®].

St. Joseph Church, Hillsborough, NJ will be notified via email when your VIRTUS Online account is activated.

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Click to Enter Background Check Information

Click Enter Background Check Info

Live Chat Online About Contact

FASTRAX[®]

The Diocese of Metuchen welcomes you!

Protecting the children under the care of the Diocese of Metuchen is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Diocese, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.

DIocese of METUCHEN

Your Information
Primary location: St. Joseph, Hillsborough

St. Joseph Church, Hillsborough, NJ

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Review & Agree to the Fair Credit Reporting Act

Click to agree to the
**FAIR CREDIT
REPORTING ACT
BACKGROUND
CHECK DISCLOSURE**

Live Chat Online About Contact

FASTRAX

Disclosure Release Sign Authorization Enter Applicant Info Review

Complete

! If you are not **Robert Ferretti** or if your name is misspelled please notify the requestor.

☒ **FAIR CREDIT REPORTING ACT BACKGROUND CHECK DISCLOSURE**

In connection with your employment application (including contract or volunteer services), the prospective Employer ("The Employer") may seek background information about you from a Consumer Reporting Agency. This information will be in the form of Consumer Reports as defined by the federal Fair Credit Reporting Act.

Consumer Reports are a compilation of information that are expected to be used to evaluate you for employment eligibility or evaluate for promotion, reassignment, and retention as an employee (including contract or volunteer services). These reports may contain information about your character, general reputation, personal characteristics, and mode of living. Consumer Reports may also include credit reports, criminal records, education verifications, employment history, workers' compensation, credentials, drug testing results, and driving records, among other resources.

SELECTION.COM® or another Consumer Reporting Agency will compile and assemble the reports for the Employer.

A summary of your rights under the federal Fair Credit Reporting Act (FCRA) is being provided to you with this disclosure.

I Agree

St. Joseph Church, Hillsborough, NJ

Acknowledge Your Rights

1. Acknowledge the consumer rights.
2. Select "Next"

Live Chat Online About Contact

FASTRAX

Disclosure Release Sign Authorization Enter Applicant Info Review

Complete

☒ **A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT**

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Sign Authorization Electronically

1. Accept the Authorization to obtain consumer reports under the fair credit reporting act.
2. Select "Next"

FASTRAX

Disclosure Release Sign Authorization Enter Applicant Info Review

Complete

AUTHORIZATION TO OBTAIN CONSUMER REPORTS UNDER THE FAIR CREDIT REPORTING ACT

I acknowledge that I have received and read the Fair Credit Reporting Act Background Check Disclosure, A summary of Your Rights Under the Fair Credit Reporting Act, and this authorization. I certify that I understand the documents I have received.

I hereby authorize The Employer or its authorized agents, for employment purposes (including contract or volunteer services), to obtain Consumer Reports after The Employer receives this authorization, including any time during that I may be employed by The Employer.

I hereby authorize law enforcement agencies, public and private schools, federal, state, and local agencies and courts, credit bureaus, information bureaus, current and former employers, financial institutions, licensing agencies, governmental agencies, the military, and other individuals and entities to provide any and all information that is requested by SELECTION.COM®, other consumer reporting agencies, or The Employer.

I understand that any information that I provide in an employment application or that I otherwise disclose during my employment (including contract or volunteer services) may be used to obtain Consumer Reports.

Robert Ferretti

By selecting "I Accept" using any device, means, or action, you agree your electronic signature is the legal equivalent of your manual/handwritten signature on this document.

☐ I Accept

Back Next

St. Joseph Church, Hillsborough,

Select Your State, Accept the Summary of Rights

1. Select your State of Residence
2. Accept the Summary of Your Rights
3. Select Next

FASTRAX

Disclosure Release Sign Authorization Enter Applicant Info Review

Complete

Please select your current state of residence from the list provided below.

Depending on your current state of residence, there may be additional state-specific disclosures that apply to you.

Current Residence

Please select

Back

St. Joseph Church, Hillsborough, NJ

Enter Your Personal Information

1. Enter your Personal Identification Information
2. Select Next

FASTRAX

Live Chat Online About Contact

Disclosure Release Sign Authorization Enter Applicant Info

Review Complete

PERSONAL IDENTIFICATION

Last Name Ferrelli

First Name Robert

Middle Name

Birth Last Name

PHONE/EMAIL

Email bobf@stjosephparish.com

Phone

Ext

Type Cell

Best Time to Reach Applicant

NOTES

Please enter any other information that will be used with the verification check.

Next

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St. Joseph Church, Hillsborough, NJ

Request a Copy of Your Background Check

1. Request a Copy of your background check.
2. Submit Request

FASTRAX

Disclosure Release Sign Authorization Enter Applicant Info Review Complete

Back

Applicant Information

APPLICANT

Notes: This is a duplicate. Please don't run this verification check.

APPLICANT NOTICES

REQUESTING A COPY OF YOUR BACKGROUND CHECK

If you would like a copy of your completed report, check the box below and provide your email address. A copy of your report will be sent to you.

By checking this box, I request to receive a copy of any consumer report ordered on me.


Submit Request

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St. Joseph Church, Hillsborough, NJ

Congratulations – Your Are Done

Congratulations! You successfully registered for Virtus and completed your background check submission.



✓ Disclosure Release > ✍ Sign Authorization > 👤 Enter Applicant Info > ✉ Review > ⚙ Complete

YOUR REQUEST HAS BEEN SUCCESSFULLY SUBMITTED.

Thank You!

Your information has been received.

St. Joseph Church, Hillsborough, NJ 23