

Registration Instructions: Members and Volunteers Society of St. Vincent de Paul, Milwaukee Archdiocesan Council

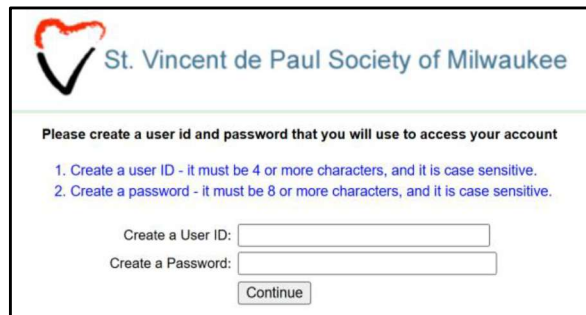
Before completing **Protecting God's Children® Awareness Session 4.0 & Vulnerable Adults 2.0 Combined and Healthy Boundaries for Adults** training modules online, all participants will first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37987



Create a user ID and a password. This is necessary for all participants. This establishes your account with the VIRTUS program.

Click **Continue** to proceed.



St. Vincent de Paul Society of Milwaukee

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

1. Create a user ID - it must be 4 or more characters, and it is case sensitive.
2. Create a password - it must be 8 or more characters, and it is case sensitive.

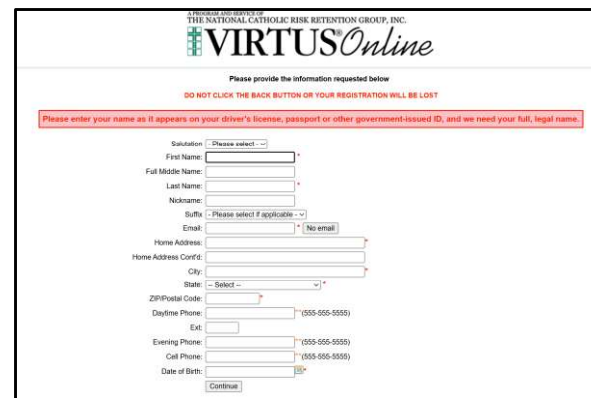
Create a User ID:

Create a Password:

Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip Code, and Phone Number.

(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.



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.

Solution:

First Name:

Full Middle Name:

Last Name:

Nickname:

Birth: (Please select if applicable) (No email)

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP/Postal Code:

Daytime Phone: (555-555-5555)

Ext:

Evening Phone: (555-555-5555)

Cell Phone: (555-555-5555)

Date of Birth:

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.



Please select the primary location where you work or volunteer.

Location:

Select the role(s) that you serve. Please check **all** roles that apply. Additionally, **enter** your title in the box provided that best describes your role.

Click **Continue** to proceed.



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

☐ Member

If you have a title within this organization, please enter it below.
If you do not have a title, please briefly describe what you do for this organization.

Title or Position of Service:

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Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations.
 (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

You have chosen following locations and roles:

District Council of Dodge County Inc: Food Pantry (Beaver Dam)

• Member ✓

Are you associated with any other locations?

Yes

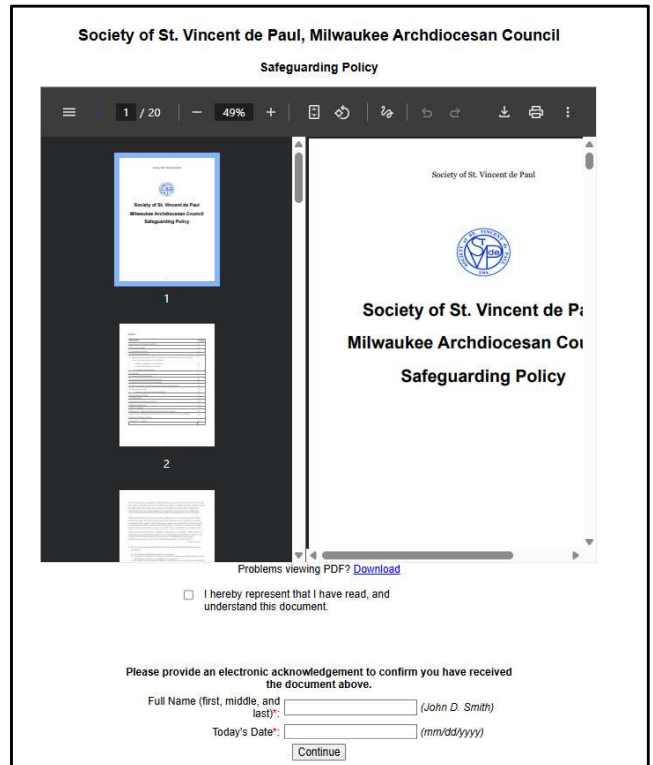
No

Please review the following document on the screen and respond:

Safeguarding Policy

To proceed and acknowledge each document, please **Confirm** by clicking on: "I have read and understand this document." and enter your full name and today's date.

Click on **Continue**.



Please review, and then click on **I entered my FULL, LEGAL name - Begin Background Check** on the screen to be directed to the Selection.com background check secure website, **FASTRAX®**.



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Please proceed by clicking on **Begin your Selection.com Background Check**.

PLEASE PROCEED TO THE NEXT STEP: REGISTERING FOR BACKGROUND SCREENING

[Begin your Selection.com Background Check](#)

You will be directed to the Fastrax website to complete your background check.

Within the website of FASTRAX®, please click on Enter Background Check Info to proceed.

Please complete the following steps within the background check process, which include reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

To contact the background check provider with any issues within FASTRAX, please contact the Selection.com helpdesk at 800-325-3609.

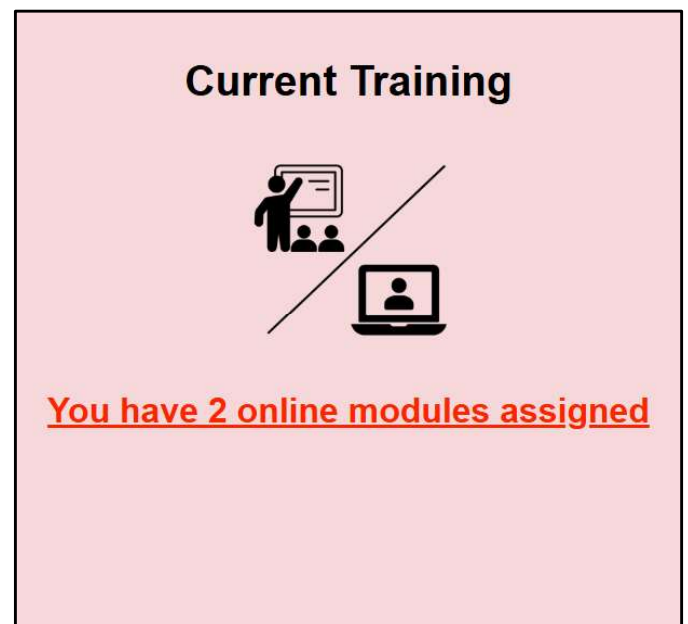


Click on You have 1 online module assigned, and then click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you can always log back into your account and access the certificate.

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you!



Online Training Modules

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

- 
Healthy Boundaries for Adults: Boundary Development and Implementation 1.0
 Assigned: 11/03/2025
 Due: 11/17/2025
- 
Protecting God's Children Awareness Session 4.0 & Vulnerable Adults 2.0 Combined
 Assigned: 11/03/2025
 Due: 11/17/2025