



FOR VOLUNTEERS WITH NO VIRTUS® ACCOUNT

Dear Volunteer:

The Diocese of Kansas City-St. Joseph is committed to providing a safe environment for children, youth, and vulnerable adults. The Diocese of Kansas City-St. Joseph requires all volunteers who will be in contact with children/youth, or who will be supervising minors or vulnerable adults, to comply with our safe environment program requirements. These requirements include the following and are documented in a VIRTUS® account:

1. Attendance at a VIRTUS® *Protecting God's Children for Adults* before beginning volunteer service.
2. Reading and acknowledging commitment to the Diocesan Code of Conduct – *Ethics and Integrity in Ministry* (EIM) *Code of Conduct Policy*
3. Providing consent to a background check and re- screening every 5 years with service contingent upon screening results. If you have difficulty with the background check, please call 1-888-999-4474.
4. Completion of the State of Missouri Mandated Reporter Online Training (provide certificate to SEC) Register and take the training here: <https://protectmokids.com/>
5. Annual Mandated Reporter Acknowledgement on your VIRTUS® account.

Special Note: If you have previously attended a *Protecting God's Children for Adults* workshop in our diocese or another diocese, you do NOT need to establish a new VIRTUS® account. Please email ocyp@diocesekcsj.org to request assistance.

Please follow these steps to establish your VIRTUS® account and meet our safe environment program requirements. **Please use a laptop or PC as the process is not fully supported by using a smart phone or tablet such as an iPad.** We recommend that you allow approximately 30 minutes to complete this process.

1. Go to www.virtus.org and click on "First-Time Registrant" on the left side of the page.
2. Click on the green arrow for "Begin the registration process."
3. Click on the down arrow to find "Kansas City-St. Joseph," highlight it, and click "Select."
4. Follow the instructions to create your user ID and password and continue the registration process.
5. Read and acknowledge your commitment to the EIM.
6. Complete the State of Missouri Mandated Reporter (Save Certificate)
7. Acknowledge and electronically sign the Mandated Reporter Acknowledgement.
8. Pre-register to attend a *Protecting God's Children for Adults* workshop. (You will be able to review a list of available workshops and select the one that is most convenient for you to attend.)
9. Enter your data and provide your consent for a background screening.

The Office of Child and Youth Protection (OCYP) is available to assist you if you have questions or concerns as you complete this safe environment screening process. You may email us at ocyp@diocesekcsj.org. Thank you for being a part of our safety net of protection for children, youth, and vulnerable adults. We appreciate your willingness to serve.