

How to pre-register for Keeping the  
Promise Alive and sign your  
electronic background check in your  
active VIRTUS account

# Enter the user id and password

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

 **VIRTUS**<sup>®</sup> *Online*

Unknown User ID

User ID:

archghtest

Password:

•••••

Forgot your Password?  
[Click here](#)

Login

[Registration](#)

[Español / Inscripción](#)

[Help](#)

[Update my account](#)

[Critical Conversations](#)

[Preview the Protecting  
God's Children Program](#)

## ***Back To School: Talking With Your Kids***

***By Paul Ashton, Psy.D., D.Min.***  
*Consultant to the VIRTUS® Programs*

*To maintain a joyful family requires much from both the parents and the children. Each member of the family has to become, in a special way, the servant of the others.*  
—Pope Saint John Paul II

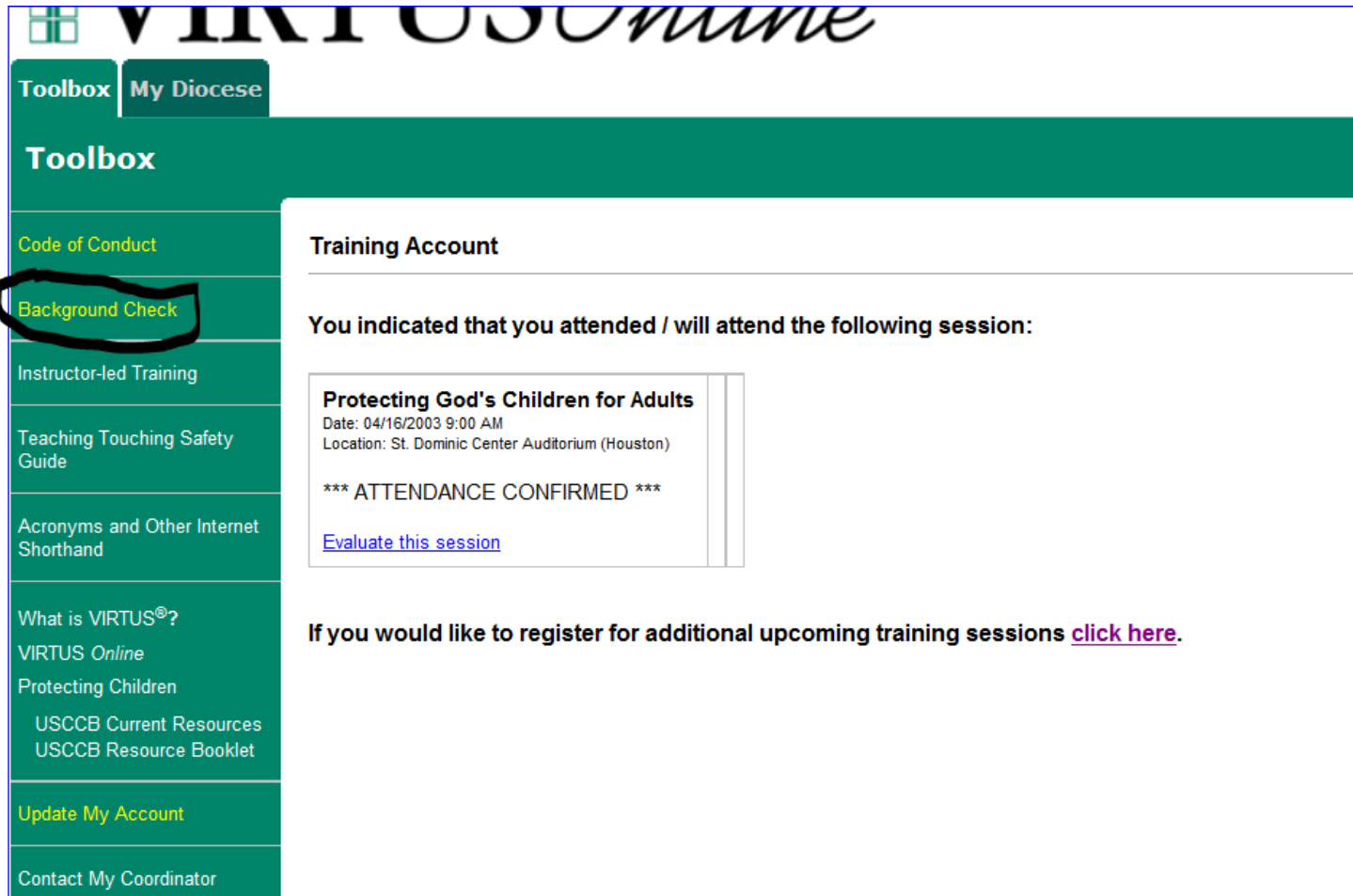
Summer vacation is way too short for kids and way too long for many parents. Whatever the feelings, it is time to return to school, schedules and homework. Now might be a good opportunity to review some important topics for conversations with your children. No matter what their age or grade level, it is a good practice for parents to have conversations with their kids about their family values, safety and "what to do if" situations. The things that matter to you and your family should be reviewed and emphasized in as many ways as possible with your children. However, finding creative ways to accomplish this is the challenge.

Over the course of the past 27 years, I have trained hundreds of parents in various education programs and the feedback from a very large majority of them is consistent: they intend to speak with their kids, they want to, but they just do not know how. What often results are good intentions that are not acted upon.



Excuses, excuses, excuses! There are many, but are they really good ones? Embarrassment is one of the big ones. For the most part,

# Select background check



The screenshot shows the VIRTUS Online website interface. At the top, there is a logo with a grid icon and the text "VIRTUS Online". Below the logo, there are two tabs: "Toolbox" and "My Diocese". The "Toolbox" tab is active, and its content is displayed in a green sidebar on the left. The sidebar contains the following items: "Code of Conduct", "Background Check" (highlighted with a black circle), "Instructor-led Training", "Teaching Touching Safety Guide", "Acronyms and Other Internet Shorthand", "What is VIRTUS®?", "VIRTUS Online", "Protecting Children", "USCCB Current Resources", "USCCB Resource Booklet", "Update My Account", and "Contact My Coordinator".

The main content area is titled "Training Account" and contains the following text:

**Training Account**

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You indicated that you attended / will attend the following session:

<p><b>Protecting God's Children for Adults</b> Date: 04/16/2003 9:00 AM Location: St. Dominic Center Auditorium (Houston)</p> <p>*** ATTENDANCE CONFIRMED ***</p> <p><a href="#">Evaluate this session</a></p>	
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If you would like to register for additional upcoming training sessions [click here](#).

# It will prompt you to update any information the system now requires

The screenshot shows a web application interface. On the left is a dark green sidebar with the word 'Toolbox' at the top. Below it are several menu items: 'Code of Conduct', 'Background Check', 'Instructor-led Training', 'Teaching Touching Safety Guide', 'Acronyms and Other Internet Shorthand', and 'What is VIRTUS®? VIRTUS Online'. At the top of the sidebar, there are two tabs: 'Toolbox' and 'My Diocese'. The main content area has a dark green header with the word 'Toolbox' in white. Below the header, the text reads: 'Your account is missing some information needed for signing the background check release form. Please supply the missing information below.' Below this text is a form with the label 'Email:' followed by an empty text input field. Underneath the input field is a blue button with the text 'Update Account'.

# Then you are directed to the background check vendor's website

The screenshot shows the VIRTUS Online website interface. At the top left is the VIRTUS Online logo. Below it are two buttons: 'Toolbox' and 'My Diocese'. A green horizontal bar contains the word 'Toolbox' on the left and 'Archdiocese of Galv' on the right. A vertical sidebar on the left lists several menu items: 'Code of Conduct', 'Background Check', 'Instructor-led Training', 'Teaching Touching Safety Guide', and 'Acronyms and Other Internet'. The main content area contains the following text: 'Please click the button below to sign your Selection.com Fastrax background check release form. You will be directed to a secure website to sign the release form. Upon electronically signing the form you will be returned to virtus.org to pre-register for a Keeping the Promise Alive training session.' Below this text is a button labeled 'Go to Fastrax'.

## The Archdiocese of Galveston-Houston welcomes you!

The Archdiocese of Galveston-Houston strives to implement policies and procedures that could help protect the safety of children and young people enrolled in our parish schools, religious education classes, and other programs. Priests, deacons, religious, employees, and volunteers who work with children and young people are called at all times to engage in Christ-Centered and professional behavior. Background screening of clergy including all religious order priests and sisters, all employees, and any volunteers who have frequent, routine or ongoing contact with children and young people as part of their ministry, is a requirement of the Archdiocese and assists in upholding our Safe Environment Policy.



Thank you for participating in our screening process.

### Your Information

**Primary volunteer location:** St. Theresa Church-Houston

[Enter Background Check Info](#)

### Policies and Procedures for Reporting Suspected Abuse of Minor

- [Policy in English](#)
- [Policy in Spanish](#)



## Please enter your information: Inquiry Release



If you are not **Training Account** or your name is misspelled [click here](#)

**Inquiry Release**

Enter Contact Info

Enter Report Info

Review

Complete

*The information in this session will expire in 45 minutes.*

### VOLUNTEER INQUIRY RELEASE FORM

#### Volunteer Background Check Authorization Form


In conjunction with my intention to act as a volunteer for you, I understand that you intend to use Selection.com to obtain Consumer Reports (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" do NOT include my Credit Report but may include information concerning my motor vehicle record, civil litigation history and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to extend an offer of acceptance to me. If you contemplate making an adverse decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided with a copy of the "Report" and a written summary of my Consumer Rights under the FCRA before you finalize that decision.

I have read the above disclosure and I hereby authorize you, Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am accepted, this authorization shall remain on file and shall serve as an ongoing authorization for you to obtain "Reports" about me from Selection.com at any time during my appointment with you. A photocopy or facsimile of this authorization shall be as valid as the original.

I Agree

# Please enter information in all required fields (in red)

Please enter your information: **Contact Information**  If you are not **Training Account** or your name is misspelled [click here](#)

**Inquiry Release** > **Enter Contact Info** > Enter Report Info > Review > Complete > Next

**Contact Information**

Required fields are labeled in red. Please provide as much detail as possible.

**Personal Identification**

Last Name First Name Middle Name  
Account Training

Maiden Name

SSN DOB  
04/27/1973

Gender Race  
U Unknown

**Address**

Street No. Street Type  
1700 San Jacinto Str

Address Line 2 (Unit No., Route, PO Box, etc.)

Zip City State  
77002 Houston TX - Texas



# If the individual does not have a social security number, it will instruct them what to enter

Required fields are labeled in red. Please provide as much detail as possible.

### Personal Identification

Last Name	First Name	Middle Name
Account	Training	
Maiden Name		
* SSN	DOB	
	04/27/1973	
Gender	Race	
U	Unknown	

### Address

Street No.	Street	Type
1700	San Jacinto	Str
Address Line 2 (Unit No., Route, PO Box, etc.)		
Zip	City	State
77002	Houston	TX - Texas

**Please correct the following, before submitting:**

- Social Security number is required.  
(If you do not have a Social Security number, please enter 999-99-9999)

# This is your electronic signature

**Inquiry Release** > **Enter Contact Info** > **Enter Report Info** > Review > Complete > Back Next

**Your Selected Reports**

*Required fields are labeled in red.*

**Release Form Information**

### VOLUNTEER INQUIRY RELEASE FORM

Volunteer Background Check Authorization Form

In conjunction with my intention to act as a volunteer for the Archdiocese of Galveston-Houston, I understand that you intend to use Selection.com to obtain "Consumer Reports" (hereinafter called "Reports") about me as defined in the Fair Credit Reporting Act (FCRA). These "Reports" do not include my credit report but may include information concerning my motor vehicle record, civil litigation history and/or criminal record.

I understand that you may rely on any or all of the above referenced information in determining whether to initially extend an offer of acceptance for volunteer service to me and my continued eligibility for volunteer service. If the Archdiocese of Galveston-Houston contemplates making an adverse decision that will affect me based, in whole or in part, upon a "Report" obtained from Selection.com, I will be provided with a copy of the "Report" and a written summary of my "Consumer Rights" under the FCRA before you finalize that decision.

I understand that this information will be kept on file as long as I volunteer with the Archdiocese. Furthermore, I authorize the Archdiocese of Galveston-Houston to run periodic criminal background checks to ensure that I am fit to volunteer with and in the Archdiocese of Galveston-Houston.

I have read the above disclosure and I hereby authorize the Archdiocese of Galveston-Houston, Selection.com or its authorized agents to obtain the above referenced information about me. I also authorize all agencies, bureaus, employers, information service organizations and individuals to provide any of the above referenced knowledge or information they have concerning me. If I am accepted, this authorization shall remain on file and shall serve as an ongoing authorization for the Archdiocese of Galveston-Houston to obtain "Reports" about me from Selection.com at any time during my volunteer service with the Archdiocese of Galveston-Houston. A photocopy or facsimile of this authorization shall be as valid as the original.

Typing my name in the space provided below constitutes my signature and authorization.

**Signature** **SSN (last 4)/Year of Birth**

Back Next

## Please enter your information: **Review**



If you are not **Training Account** or your name is misspelled [click here](#)

**Inquiry Release**

**Enter Contact Info**

**Enter Report Info**

**Review**

**Complete**

**Back**

### Request Summary

Please review your request info before submitting. To make changes, use the back buttons on this page.

#### Contact Information

**Name:** Training Account  
**SSN:** 999-99-9999  
**DOB:** 4/27/1973  
**Gender:** Unknown  
**Race:** Unknown  
**Maiden Name:**

**Address:** 1700 San Jacinto Str  
Houston, TX 77002

**Phone:**  
**Type:**  
**Notes:**

**Convicted of a misdemeanor or felony:** No  
**Details:**

**Notes:**

#### Contact Notices

##### Notice to California Residents:

Under section 1786.22 of the California Civil Code, you may view the file maintained on you by Fastrax™ during normal business hours. You may also obtain a copy of this file, either in person or by mail, by submitting proper identification and paying the costs of duplication services. You may also receive a summary of the file by telephone by being able to provide adequate identification as to allow Fastrax™ to determine with reasonable certainty that you are the subject of the report. Fastrax™ is required to have personnel available to explain your file to you and must explain to you any coded information appearing in your file. If you appear in person, another person of your choice may accompany you, providing that this additional person furnishes proper identification.

##### 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.
- You may review any reports by calling 800-325-3609 between the hours of 8am – 5pm Eastern Time.
- By checking this box, I request to receive a free copy of any consumer report ordered on me.

Enter Email Address Here:  [No email address](#)

**Back**

**Submit Request**

Toolbox

Archdi

Code of Conduct

Background Check

Instructor-led Training

Teaching Touching Safety Guide

Acronyms and Other Internet Shorthand

What is VIRTUS®?

VIRTUS Online

Protecting Children

USCCB Current Resources  
USCCB Resource Booklet

Update My Account

Contact My Coordinator

Please choose the training session you would like to attend.

Keeping the Promise Alive Refresher

Where: St. Martha Catholic Church (Kingwood)

When: Saturday, September 6, 2014  
9:00 AM

Estimated time: 1 hrs 30 min

Spaces 73 of 100  
remaining:

Notes: **If you have not attended the 3 hour "Protecting God's Children" Workshop, please do not register for this session. You must attend first then after 5 years you will be required to attend the Keeping the Promise Alive refresher.**

"Keeping the Promise Alive" refresher training is for anyone who attended "Protecting God's Children" in or prior to 2009.

All attendees must have one of the following current forms of ID in order to attend: Driver's License (any State), Identification card (any State), F Consulate ID, or Guatemala Consulate ID. Your full name and date of birth must match your pre-registration on VIRTUS.

(For example, if you pre-register under the name of Peggy Smith but your driver's license states Margaret Smith, you will be required to fill out a correct name.)

Due to the content, material, and change in sign-in procedures. You will need to arrive on time. We do not allow late admittance. You will need to Location: Activity Center on Woodland Hills (This at the old campus not new church location - 3702 Woodland Hills Dr, Kingwood, TX 77339)

There is no babysitting. Do not bring children or youth to the class. No Minors are allowed. No Exceptions!

Wheelchair accessible: Yes

Keeping the Promise Alive Refresher

Where: St. Edward Church (Spring)

When: Saturday, September 6, 2014  
1:30 PM

Estimated time: 1 hrs 30 min

Spaces 49 of 75  
remaining:

Notes: **If you have not attended the 3 hour "Protecting God's Children" Workshop, please do not register for this session. You must attend first then after 5 years you will be required to attend the Keeping the Promise Alive refresher.**

## Toolbox

Code of Conduct

Keeping the Promise Alive

Instructor-led Training

Teaching Touching Safety Guide

Acronyms and Other Internet Shorthand

What is VIRTUS®?

VIRTUS *Online*

Protecting Children

USCCB Current Resources

USCCB Resource Booklet

Update My Account

Contact My Coordinator

Thank you.

You have been registered for the session you selected.

### Training Account

You indicated that you attended / will attend the following sessions:

<p><b>Keeping the Promise Alive Refresher</b>                      Date: 09/06/2014 9:00 AM                      Location: St. Martha Catholic Church (Kingwood)</p>	<p><a href="#">Change</a></p>	<p><a href="#">Remove</a></p>
<p><b>Protecting God's Children for Adults</b>                      Date: 04/16/2003 9:00 AM                      Location: St. Dominic Center Auditorium (Houston)</p> <p>*** ATTENDANCE CONFIRMED ***</p> <p><a href="#">Evaluate this session</a></p>		

If you would like to register for additional upcoming training sessions [click here](#).