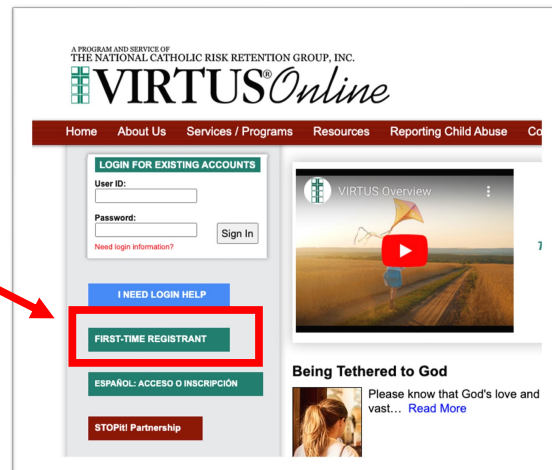


# Create a Virtus Account, Register for Virtus Training and Background Check Submission

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. A navigation bar includes links for Home, About Us, Services / Programs, Resources, Reporting Child Abuse, and Cd. 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". A red box highlights a green button labeled "FIRST-TIME REGISTRANT". Below that is a green button labeled "ESPAÑOL: ACCESO O INSCRIPCIÓN" and a red button labeled "STOPIt! Partnership". The right column features a video player titled "VIRTUS Overview" with a play button, and a section titled "Being Tethered to God" with a small image and text: "Please know that God's love and vast... Read More".

## Begin the Registration Process

Click on  
“Begin the  
Registration  
Process”

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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

**VIRTUS<sup>®</sup>Online**

→ Begin the registration process.

→ View a list of sessions.

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## Select the Diocese – Metuchen, NJ (Diocese)

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

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**VIRTUS<sup>®</sup>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

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## Confirm You Have Not Registered Previously

Select "No"

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**VIRTUS<sup>®</sup>Online**

Have you previously registered with VIRTUS Online?

Yes  No

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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<sup>®</sup>Online**

If you already have a VIRTUS Account, please contact the Helpdesk at [helpdesk@virtus.org](mailto: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 'jammn' and 'mjones' 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](#)

St. Joseph Church, Hillsborough, NJ

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## Enter Your Information

Fill in the form and click "Continue".

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.  
**VIRTUS<sup>®</sup>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:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email:  \*  No email

Home Address:

Home Address Cont'd:

City:

State:

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:  \*  why?

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## Select St. Joseph (Hillsborough) as Your Parish

Select "St. Joseph (Hillsborough)" from the drop-down list.

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**VIRTUS<sup>®</sup>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 the primary location where you work or volunteer.

Location:

St. Joseph Church, Hillsborough, NJ 8

## Select Your Roles

Select:

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

THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.  
**VIRTUS<sup>®</sup>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:

Continue

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 St. Joe's, select "No".

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**VIRTUS<sup>®</sup>Online**

You have chosen following locations and roles:

- St. Joseph (Hillsborough)
  - Volunteer ✓
  - Youth Group Leader

Are you associated with any other locations?

Yes No

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"

THE NATIONAL CATHOLIC RISK-REDUCTION GROUP, INC.  
**VIRTUSOnline**  
Diocese of Metuchen, NJ  
Volunteer Application

1 2

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/yy/yyyy)

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 Dianne Mantilla (dmantilla@sjmillstone.com)**
3. Select the checkbox
4. Enter your name and today's date and press "Continue"

THE NATIONAL CATHOLIC RISK-REDUCTION GROUP, INC.  
**VIRTUSOnline**  
Diocese of Metuchen, NJ  
Code of Pastoral Conduct

1 2 3

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 personal 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/yy/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.



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.

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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



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<sup>®</sup>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. 15

## 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.

Your Information  
Primary location: St. Joseph, Hillsborough

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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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Download a copy of this document.

I acknowledge my consumer rights as outlined above.

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St. Joseph Church, Hillsborough, NJ

# 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 "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

St. Joseph Church, Hillsborough, NJ

Back Next

# 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.

**ADDITIONAL STATE DISCLOSURES**

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

Current Residence: **NJ** (Please select)

Back

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**A Summary of Your Rights**  
Under the New Jersey Fair Credit Reporting Act

Under the New Jersey Fair Credit Reporting Act (NJFCRA), an applicant, before taking certain employment-related actions, must obtain and disclose to the applicant a summary of rights under the NJFCRA. This document is that summary of rights.

You are not the consumer under the NJFCRA. It is the NJFCRA that applies to you when you are applying for employment. It is not the NJFCRA that applies to you when you are an employer.

You need consent from the government for employment purposes of a report about you. Before an employer can obtain a report about you from a CRA, the employer must provide you with notice that a report will be obtained and disclose to you the purpose of the report.

You must be told if information in your file has been used against you for employment purposes. In addition, the employer must disclose to you the source of the information used against you. If you are not told the source of the information used against you, you have the right to dispute the accuracy of the information used against you.

You have a right to know what is in your file. You may request and check all the information about you that a CRA has in its files for purposes of employment reporting. There are certain exceptions to this right. You may request a copy of the information that is in your file. You may request a copy of the information that is in your file. You may request a copy of the information that is in your file.

You have a right to dispute negative or inaccurate information. If you dispute information about you that is in your file, you have the right to dispute the information. You may request a copy of the information that is in your file. You may request a copy of the information that is in your file.

Consumer reporting agencies must correct or delete inaccurate, incomplete or outdated information. If you believe that the information in your file is inaccurate, incomplete or outdated, you have the right to dispute the information. You may request a copy of the information that is in your file. You may request a copy of the information that is in your file.

*Robert Ferretti*

By selecting "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

## Enter Your Personal Information

1. Enter your Personal Identification Information
2. Select Next

FASTRAX

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. (Other spellings of your name, other last names, nicknames, etc.)

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## 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

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.

Please 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 copy of any consumer report ordered on me.


Please review your request info before submitting. If you need to make changes, use the back buttons on this page.

Submit Request

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# 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.

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Thank You!

Your information has been received.

St. Joseph Church, Hillsborough, NJ 23