

Completing Safe Environment Requirements for Diocesan Parishes and Schools

Please allow for an hour and a half to complete, and complete within one sitting, if possible. Due to security on some smart phones/tablets, you may need to switch to a standard computer to complete the background.

- 1) Please click on: www.madisondiocese.org/safe-environment (Or search for Diocese of Madison, click on the homepage, then at the top select: **Offices & Apostolates**, then **Safe Environment**). The screen shot should be similar to below. Click the bottom links to register as a first time user. *Please Note: if logging back in, after exiting for any reason, you will click on the top links, or go to the main Virtus website: www.virtusonline.org*

The screenshot shows the website for the Catholic Diocese of Madison. The top navigation bar includes 'Our Faith', 'Our Diocese', 'Offices & Apostolates' (which is highlighted), 'News & Events', and 'Donate'. Below this is a blue banner with the text 'Safe Environment'. On the left, there is a sidebar titled 'Offices & Apostolates' with a list of links: Office of Bishop, Vicar General, Evangelization and Catechesis, Marriage and Family, Schools, Stewardship and Development, Vocations, Worship, and Youth Formation. The main content area features a large heading 'Safe Environment' and a prominent call to action: 'Register Here for VIRTUS Online'. Below this, there are instructions for reaccessing the system and registering as a new user, with links for 'English' and 'Español'. An arrow points to the 'Español' link for new users.

- 2) New Users will create an account and select a location for your record.

Please select the **Primary Location: Sacred Heart Reedsburg**

Your role to select within the diocese is: Employee, Educator or Volunteer

You will complete the following requirements, in this order:

- a. Read and Sign off on the Diocese of Madison Policy Regarding Sexual Abuse of Minors, Sexual Misconduct and Sexual Harassment
- b. Complete Virtus': Protecting God's Children Online Awareness Session online training class and
- c. Provide information for a Background check through the Fastrax website.

My parish/school please contact: **Karen Marklein or Jan Bohl**

Diocese of Madison Office of Safe Environment, please call: 608-821-3133

Virtus Online help desk (M-F 8-5pm): 1-888-847-8870

Fastrax (Selection.com) helpdesk: 800-325-3609