

Archdiocese of Chicago Volunteer Process

In order to protect children, the Archdiocese of Chicago has established a program called:

Protecting God's Children

This is a multi-step process which includes an online Criminal Background Check; requires attendance at one session of Virtus training; and requires submission of a Code of Conduct form and CANTS (Department of Children & Family Services) form to the location at which you will volunteer. There is also an annual submission of the CANTS form in order to continue your service.

The following information will help guide you through the process.

Step 1:

Create an account with the Archdiocese. Go to: www.archchicago.org . Scroll down the left side of the homepage, find **Protecting Children**, move your mouse to the Office for Protection of Children & Youth, clicking there. Again, on the left side (8 options down) click on the **Compliance for Clergy, Employees and Volunteers (Criminal Background Check/eApps/Virtus, etc.)**.

Under the section **Criminal Background Screening**, there is an underlined link labeled: **Criminal Background Screening Online Application (eApps)**. Click on this link.

This takes you to the login page. If you have previously created an account you can log in via the User ID and Password boxes. Otherwise, use the first time users "click here" option.

Step 2:

There is a blue box **Open the Search Site** Click this box, in the small box type: St Luke (Exactly as shown). Click search. You will see 2 options: St Luke or St Luke School.

If you are volunteering for the Parish or Religious Education, select St Luke. If you will be volunteering in the school, select St Luke School. Please only select one. If you decide later that you will be volunteering in another ministry we can add you to the other.

After you select the site, there is a box called *Access Code: type EXACTLY the following:

protection

Select Archdiocese of Chicago by clicking the blue circle. Then click the blue circle by Volunteer.

You will then create a User ID AND Password

(WRITE THEM DOWN AND KEEP THEM SAFE)

- User ID and password are case insensitive (case does not matter).
- User ID and password should each be at least 6 characters in length, preferably 8 or more up to a maximum of 30 characters.
- Password should not be a dictionary word (these are easily guessed).
- Password should not be derived from personal data (phone number, name, address, birthdate, pet name, anniversary, etc).
- User ID and password should contain a combination of alphabetic characters and numerals only - spaces and punctuation characters are not allowed.

Enter the First Name, Middle Name and Last Name (as it appears on your Driver's License) followed by your Date of Birth (twice to confirm) followed by your email address (twice to confirm).

Click **Submit Registration**. You have created an account. **DO NOT STOP THERE!**

Step 3:

Go back to the Login page. Log in using the saved User ID & Password you used to create the account.

This will take you to the screen and you will see 7 forms to be completed. When the form is successfully completed there will be a ✓ before each form. You must complete each form BEFORE Clicking on **Submit Application**. **You also must print the CANTS form and sign and return it to the attention of: Glenn Wagner, Business Manager. DO NOT SENT IT TO THE STATE!**

Step 4:

Go back to the Archdiocese homepage and again, scroll down the left side of the page to find the Training link. (It is 2 underneath the Compliance link). Click the Training link this will take you to the

Training

Protecting God's Children for Adults™/Virtus Training

Find and click on the [click here to find and preregister for an upcoming training session](#) and create a new account.

Click on the Start Registration box. Create a User ID and Password. Complete the information including email address, this will be used to confirm your registration and send bulletins in the future. Then select the site you will VOLUNTEER at. Scroll down and find St. Luke or St. Luke School. Click "continue" and then you will be asked whether or not you work, volunteer or worship at another location. You may add another site. You will be asked if you have a "role" in the diocese. Click the appropriate box. Type in your role: i.e.: Catechist, Volunteer, etc. Click "continue" You will be asked 3 questions, select the appropriate response, click "continue". You will be asked if you have attended a session previously. Click "no" if you haven't.

You will be asked to select a session to attend. These are organized by date (sooner to later) and by location. Scroll down the list to view the information provided. Some sessions are limited for the individual locations only, some are in different languages. When you have found an appropriate location and date, please click on the blue box. You will receive a message that you have successfully registered. ***Make sure you attend that session. Be on time. Return a copy of the Certificate of Attendance to the attention of Glenn Wagner, Business Manager.***

Step 5:

Last but also required is to return the signature page of the Code of Conduct form to Glenn Wagner, Business Manager. The Parish/School is required to have on file for each volunteer the following:

Proof of completion of the Criminal Background Check.

Virtus Attendance Certificate

CANTS form (copy-original is mailed to the State)

Code of Conduct signature page.

The only other requirement is to complete a new CANTS form each year you volunteer. These requirements can be transferred to any other Archdiocese entity (they will have you complete the Code and CANTS forms, but you will not have to do the Virtus or Criminal Background check again)

Thanks for volunteering and if you ever need assistance please contact St. Luke's Protecting God's Children Administrator: Glenn Wagner, Business Manager for St. Luke Parish & School.

gwagner@stlukeparish.org or call 708-435-8921.