

For existing and prospective volunteers or employees:

Thank you for your interest in volunteering or working within the Diocese of Wheeling-Charleston. Our employees and volunteers are our greatest resources, and we deeply appreciate your time and talent. Our employees and volunteers enrich religious life throughout the Diocese in immeasurable ways.

The Diocese of Wheeling-Charleston is committed to providing a culture of safety, especially for our children. A significant way we achieve this goal is through the Safe Environment process for employees and volunteers. Anyone who works or volunteers directly or indirectly with children and/or vulnerable adults must comply with the following requirements: background check, completion of awareness training, and acknowledgement of our Sex Abuse Policy and related Reporting Requirement and Code of Conduct documents.

The Diocese utilizes the VIRTUS system to accomplish compliance and document these requirements. Everything is online/electronic.

If you are applying for employment within the Diocese, you must complete a background check FIRST. This can be done through the Local Level Safe Environment Coordinator at the parish, school, or entity where you are applying or through the Human Resources Department at the Chancery. Following the background check, if you progress to the point of hire, the HR Department will provide an onboarding link for you to complete the hiring process online. The onboarding link will include a mechanism to complete the Safe Environment requirements as well.

If you are seeking to volunteer, you may simply go to www.virtusonline.org and complete the Safe Environment process from start to finish, following the steps in the How To Guide your Local Level Safe Environment Coordinator provided for you. You may also find the How To Guide at www.dwc.org, Diocese, then Offices, then Office of Safe Environment, then Download Files and Forms, click the "How to Complete VIRTUS Online" PDF file. This guide will walk you through, step by step, to complete all Safe Environment requirements online.

Please remember, there is a difference in the process for prospective employees versus volunteers. If you are seeking **employment**, the background check must be completed FIRST and you will receive the link to complete all other Safe Environment requirements and employment forms via the onboarding process as directed by Human Resources if you progress to the point of hire. If you are seeking to **volunteer**, please simply go to www.virtusonline.org and create an account or log in to your existing account to fulfill the requirements electronically or update your existing contact information.

If you have volunteered or worked in the past and completed your Virtus course online, you probably already have a VIRTUS account. If you are not sure whether you already have a VIRTUS account, there is a way to check. Go to www.virtusonline.org and look for the Login box in the upper left corner:



Home About Us Services / Programs Resources Reporting Child Abuse Contact Information Help / FAQs

LOGIN FOR EXISTING ACCOUNTS

User ID:

Password:

[Need login information?](#)

I NEED LOGIN HELP

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

STOPit! Partnership

VIRTUS[®] Overview

VIRTUS[®] Online Training / Tracking Platform

Protecting God's Children[®] for Adults

Teaching Safety - Empowering God's Children[™]

Protecting All Children[™] for Adults

Pathways[™] for Religious Orders

The Assumption of Mary

 Mary has always been our comfort, our anchor, our inspiration and our joy and the feast of the Assumption celebrates this for all of us. [Read More](#)

What is Your Opinion?
When do you call on the intercession of Mary?

- All the time, I need as much help as I can get
- Occasionally, maybe as I'm saying the rosary.
- Only when something really difficult is happening in my life.

Click the red link that states, "Need login information?"

You will be prompted to the following page where you can reset your password or attempt to locate an existing account.

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
VIRTUS[®]Online

Home About Us Services / Programs Resources Reporting Child Abuse Contact Information Help / FAQs

LOGIN FOR EXISTING ACCOUNTS

User ID:

Password:

[Need login information?](#)

I NEED LOGIN HELP

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

STOPit! Partnership

PASSWORD RESET

If you have forgotten your password, but know the username or email address associated with this account, please enter it below:

Username or email address

USERNAME RECOVERY

If you have forgotten the username and email address associated with your account, please complete the form below to attempt to retrieve your username.

First name

Last name

City

Zip code

What is Your Opinion?
When do you call on the intercession of Mary?

- All the time, I need as much help as I can get
- Occasionally, maybe as I'm saying the rosary.
- Only when something really difficult is happening in my life.
- Never, I go directly to the big guy.
- I'm not sure.

If you do not already have a VIRTUS account, you may create one.

For those of you with existing VIRTUS accounts or new ones, please log on and ensure that all of your information is current. Please log on and ensure that you update or enter the following:

- Please ensure that you have a current, valid email address on file
- Please update or fill in any other contact information
- Please ensure that your account is updated to reflect all the various locations where you volunteer or are employed within the Diocese and the corresponding roles for each location; this may be only one location or it may be more than one location

Primary Location: Chancery (Wheeling) 

Roles:

Primary	Role	Location	Start	End	
<input checked="" type="checkbox"/>	Employee	Chancery (Wheeling)	04/01/2018	—	
<input type="checkbox"/>	Volunteer	St. Michael Parish (Wheeling)	08/01/2010	—	
<input type="checkbox"/>	Volunteer	St. Michael Parish School (Wheeling)	08/01/2010	—	
<input type="checkbox"/>	Volunteer	Central Catholic High School (Wheeling)	07/12/2022	—	
+ Add Role and Location					

Showing 1 to 4 of 4 entries Show Inactive

Adding a role:

Primary Location: Chancery (Wheeling) 

Roles:

Primary	Role	Location	Start	End	
<input checked="" type="checkbox"/>	Employee	Chancery (Wheeling)	04/01/2018	—	
<input type="checkbox"/>	Volunteer	St. Michael Parish (Wheeling)	08/01/2010	—	
<input type="checkbox"/>	Volunteer	St. Michael Parish School (Wheeling)	08/01/2010	—	
<input type="checkbox"/>	Volunteer	Central Catholic High School (Wheeling)	07/12/2022	—	
<input type="checkbox"/>	<input type="text" value="- Select One -"/>	<input type="text" value="- Select One -"/>	<input type="text"/>	<input type="text"/>	Save

Showing 1 to 4 of 4 entries Show Inactive

 = End or delete

Title or Function:

- Candidate for ordination
- Catholic School Educator
- Deacon
- Employee
- Priest
- Volunteer

Adding a Location:

Primary Location: Chancery (Wheeling)

Roles:

Primary	Role
<input checked="" type="checkbox"/>	Employee
<input type="checkbox"/>	Volunteer

Showing 1 to 4 of 4 entries

Show Inactive

• = End or delete role

Title or Function: parent

Save changes Cancel

Don't forget to enter the date that you started working or volunteering:

<input type="checkbox"/>	Volunteer	St. Michael Parish School (Wheeling)	08/01/2010	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Volunteer	Central Catholic High School (Wheeling)	07/12/2022	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	Volunteer	Sacred Heart F	08/23/2022	<input type="checkbox"/>	<input type="checkbox"/>

Showing 1 to 4 of 4 entries

Show Inactive

• = End or delete role

- PLEASE ENSURE THAT YOU SCROLL DOWN AND SAVE ALL UPDATED INFORMATION

• = End or delete role

Title or Function: parent

Save changes Cancel

- At your earliest convenience, please complete any missing requirements as prompted by the VIRTUS system

BACKGROUND CHECKS ARE RENEWED EVERY THREE (3) YEARS FOR EMPLOYEES AND VOLUNTEERS WHO WORK DIRECTLY OR INDIRECTLY WITH CHILDREN IN THE DIOCESE OF WHEELING-CHARLESTON. BACKGROUND CHECK RENEWALS ARE ACCOMPLISHED THROUGH YOUR VIRTUS ACCOUNT, SO PLEASE KEEP YOUR LOGIN AND PASSWORD IN A SAFE, EASILY ACCESSIBLE PLACE.

If you have any questions or concerns, please contact the Local Level Safe Environment coordinator at your parish, school, or location where you are working or volunteering. Or you may contact the Office of Safe Environment at the Chancery at 304.230.1504

Deepest thanks again for helping the Diocese maintain a culture of safety.