

Protecting God's Children Program

The Archdiocese of Chicago's Program, Protecting God's Children, has **three** components:

- **Completing a DCFS Background Check**
- **Completing an on-line criminal background check (CBC)**
- **Registering on-line for and then attending a Virtus training class for "Protecting God's Children".**

The **first** step of this process entails completing a one page "DCFS authorization for background check" form which can be picked up in the school office. Once completed, please return the form to the school office.

The **second** step in the process is completing the on-line criminal background application (CBC). Please sign on to the website www.archchicago.org On the left side of the screen, toward the bottom, you will see a category "Protecting God's Children" click on the link and that will take you to a directory page. There you will click on "Background Screening".

- Once at the login page, select, "If you do not have a User ID or password click here". You are now at the registration page.
- Click on the blue tab: "open the search site". Type: **waiola**, click "search". "St. Francis Xavier School" with the school address should appear.
- Click "select" on the left side. You will be back on the registration page. Fill in all required fields. For the "access code" type: **protection**.
- Click on the blue tab: "Submit registration". You are now registered as a volunteer at SFX and may begin to complete the background check application. **Write down your User ID and password because you will need them again.**
- Click: "Please [click here](#) to begin and continue with your application".
- Retype your User ID and password and click the blue tab: "login". You should see "Status: **Application not complete**" along with your name. There are 10 different sections that must be completed listed in the middle of the screen (Don't panic—some can be done with a single click.). You may complete the sections in any order. A **red X** next to section means that section has not been completed. A **green √** means that section is done. Once all 10 sections are showing the green check mark, the Blue Tab: "Submit Application" will become available.
- Click: "Submit Application".

Note: you must click the "Submit Application" button for your CBC application to be complete. The next time you login, your status should read "Application Submitted".

The **third and final step** in this process involves on-line registration for and attending a training session called "Protecting God's Children".

- Please go to www.virtus.org, click on the word "registration".
- Click "Begin the registration process". You will see a prompt "select your organization" Select: **Chicago, IL (Archdiocese)**.
- Click "select". Create a User ID and password. Fill in all required fields. Please select "**St. Francis Xavier –Waiola School (LaGrange)**" as the primary location where you volunteer.
- Click "continue". Answer the questions that follow and then you will be taken to a site to select the class that you would like to attend. Most locations require you to sign-in before or after your class to have an attendance record.

Thank you for taking the time to complete this process. Please know that your time and efforts here at St. Francis Xavier are greatly appreciated. We would not be able to offer the many services to our children without your help and support.