



## Are you a new employee or volunteer?

The Diocese of Rockford now offers all the required paperwork and trainings online in one location.

In order to complete the paperwork and trainings necessary, please go to [Virtusonline.org](http://Virtusonline.org)

Click on first time registrant

Begin the registration process

Please select your diocese – Rockford, IL

Enter password provided by your diocese – 2train!

Create a user id and password and Log in

Please provide your information

Enter location – Christ the Teacher DeKalb

Check Employee or Volunteer

Follow the prompts

In addition to this paperwork, you will need to turn in the sheet that requests a background check to Marcia Feltes (either in person or scan and email it to [officemanager@newmanniu.org](mailto:officemanager@newmanniu.org)).

If you have any questions about this process, please contact Marcia Feltes at (815) 787-7770 x122 or by email at [officemanager@newmanniu.org](mailto:officemanager@newmanniu.org)).

Thank you so much for your willingness to help with providing the best service and ministry to our parish.

Blessings,

Marcia Feltes