

## Registration Instructions

**Before or after** attending a **live** session of **Protecting God's Children**, all participants **must** register with **VIRTUS Online**.

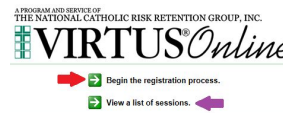
Go to <http://www.virtusonline.org>

On the left side of the screen, click the yellow link labeled **Registration**, to begin registration.



To proceed, click on **Begin the registration process**.

(If you do not know which session you wish to attend, select **View a list of sessions**.)



**Choose** the name of your organization:

**Newark (NJ), Archdiocese** from the pull-down menu, by clicking the downward arrow and highlighting your organization.

Once your organization is highlighted, click **Select**.

Please select your Archdiocese/Diocese/Religious Organization from the list below:

Select your organization

**Create** a user ID and a password you can easily remember.

This is necessary for all participants. This establishes your account with the VIRTUS program. If your preferred user ID is already taken, please choose another ID. We suggest the use of email addresses as user names.

Click **Continue** to proceed.

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jambit' and 'mjones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long. Your password must be at least 4 characters long.

**Provide** all the information requested on the screen.

Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last 4 digits SSN and Date of Birth.

**(Note: Do not click the back button or your registration will be lost.)**

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at [mail.yahoo.com](mailto:mail.yahoo.com), or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: [noaddress@virtus.org](mailto:noaddress@virtus.org).

Please provide the information requested below  
DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:  (Please select)

First Name:

Middle Name:

Last Name:

Email:  (Required)

Home Address:

Home Address CORID:

City:

State:  (Select)

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN:  (No SSN)

Date of Birth:  (MM/DD/YYYY)

**Select** the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).)

Please select the primary location where you work, volunteer or worship  
**Do not select the location of your training session**

(Unless it falls into one of the categories above)

Primary location:  (Please select)

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer or worship.

Your selected location(s) are displayed on the screen.

Select **YES**, if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)

Otherwise, if your list of locations is complete, select **NO**.

This is the list of locations with which you are associated:

Academy at St. Mary (Rutherford)

Do you work, volunteer or worship in another location?

**Select** the role(s) that you serve within the Archdiocese and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Additionally, **enter** your title in the box provided [which best describes your role(s)] – e.g., Catechist, Coach, Deacon, DRE, Eucharistic Minister, Math Teacher, Pastor, Room Mom, Seminarian, etc.).

Click **Continue** to proceed to the next screen.

Please select any **additional** roles that may apply.

Please select the roles that you play within your diocese  
Please check all that apply. You must select at least one role.

Candidate for ordination  Employee (Parish/Parochial)

Educator  Priest

Employee (Diocesan/Eparchial)  Diocesan Priest

Volunteer

If you have a title within your diocese, please enter it below.  
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

# Registration Instructions

(Use descriptions supplied, to help determine appropriate role(s) to select.)

Click **Continue** to proceed.

Please select any **additional** roles that you play within your diocese  
Please check all that apply.

<input type="checkbox"/> Adjunct Priest	<input type="checkbox"/> Military Priest
<input type="checkbox"/> Brother	<input type="checkbox"/> Parent
<input type="checkbox"/> Catechist - CCD Teacher	<input type="checkbox"/> Permanent Deacon
<input type="checkbox"/> Chartered Boy Scout Adult Volunteer	<input type="checkbox"/> Religious Order Priest
<input type="checkbox"/> Coach	<input type="checkbox"/> Retired Priest
<input type="checkbox"/> Deceased	<input type="checkbox"/> Transitional Deacon
<input type="checkbox"/> Local Safe Environment Coordinator	<input type="checkbox"/> Youth Group Volunteer

Any person who has been granted the role of deacon in a parish  
Seminarist-in-training for the priesthood

**Answer** three (3) YES/NO questions.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?  
 Yes  
 No

Do you interact with, work with or come into contact with minors and vulnerable adults of this archdiocese or religious organization?  
 Yes  
 No

Do you supervise, instruct or oversee employees or volunteers on behalf of the archdiocese or religious organization in any capacity?  
 Yes  
 No

**Please** answer **YES** or **NO** to the following questions:

Is your **only** role in the Archdiocese that of an active Boy Scout leader?

Have you been fingerprinted and certified to teach in a New Jersey Catholic or public school?

Have you lived in New York State?

Click **Continue** to proceed.

Is your **only** role in the Archdiocese that of an active Boy Scout leader?  
 Yes  
 No

Have you been fingerprinted and certified to teach in a New Jersey Catholic or public school?  
 Yes  
 No

Have you lived in New York State within the last seven years?  
 Yes  
 No

## All registrants must read the Archdiocese of Newark Policies on Professional and Ministerial Conduct

Download the **Archdiocese of Newark Policies on Professional and Ministerial Conduct**, by clicking the **PDF** icon. Once download and reading is complete, close the screen & return to the VIRTUS registration screen.

To proceed, check the box:

**I have downloaded and read the Policies on Professional and Ministerial Conduct.**

**Review** the statement on the screen:

**My signature below indicates that I have received a copy of the Policies on Professional and Ministerial Conduct adopted by the Archdiocese of Newark; and that I have read and understand those Policies, including the Archdiocesan Code of Ethics, and agree to abide by all of the Policies and the Code of Ethics.**

**Enter** your Full Name (first, middle and last) in the box provided on the screen. (e.g., John D. Smith)

**Enter** Today's Date (mm/dd/yyyy)

Click **Confirm** to proceed.

### Archdiocese of Newark Policies on Professional and Ministerial Conduct



[Download the Policies on Professional and Ministerial Conduct](#)

I have downloaded and read the Policies on Professional and Ministerial Conduct

My signature below indicates that I have received a copy of the Policies on Professional and Ministerial Conduct adopted by the Archdiocese of Newark, and that I have read and understand those Policies, including the Archdiocesan Code of Ethics, and agree to abide by all of the Policies and the Code of Ethics.

Full Name (first middle last):

Today's Date:

If you have **not** attended a VIRTUS Protecting God's Children Session, choose **NO**.

Otherwise choose **YES**.

If you chose **NO** during the previous step, you will be presented with a list of upcoming VIRTUS Protecting God's Children sessions scheduled for the **Archdiocese of Newark (NJ)**.

**When** you find the session you wish to attend, click in the circle next to that date -- then click **Complete Registration**.

(If you chose **YES** during the previous step, skip this step.)

Have you already attended a VIRTUS Protecting God's Children Session?

Please select the session you wish to attend

<input type="radio"/> Protecting God's Children for Adults	<small>Site: Holy Family Academy (Hartington, PA) Dates: Sunday, September 20, 2015 12:00 PM</small>
<small>Estimated length of session: 1.5 hrs Session conducted: 20 of 20 Session language: This session will be conducted in English Notes: This session is for 18+ parents/guardians who desire to help with the annual mission. Workshop available: Yes</small>	
<input type="radio"/> Protecting God's Children for Adults	<small>Site: Holy Family Academy (Hartington, PA) Dates: Wednesday, October 29, 2015 7:00 PM</small>
<small>Estimated length of session: 1.5 hrs Session conducted: 20 of 20 Session language: This session will be conducted in English Notes: Please see date of training by session date. Workshop available: Yes</small>	

If you chose **YES**, you will be presented with a list of all VIRTUS sessions that have been conducted in the Archdiocese of Newark.

Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**

Please select the session you attended

-- Please select --

## Registration Instructions

To complete a **Background Check**, click on the designated [link](#): [Begin Verified Volunteers Background Check](#).

This [link](#) will direct you to Verified Volunteers secure website.

To proceed with your **Background Check**, enter the requested information into the designated fields.

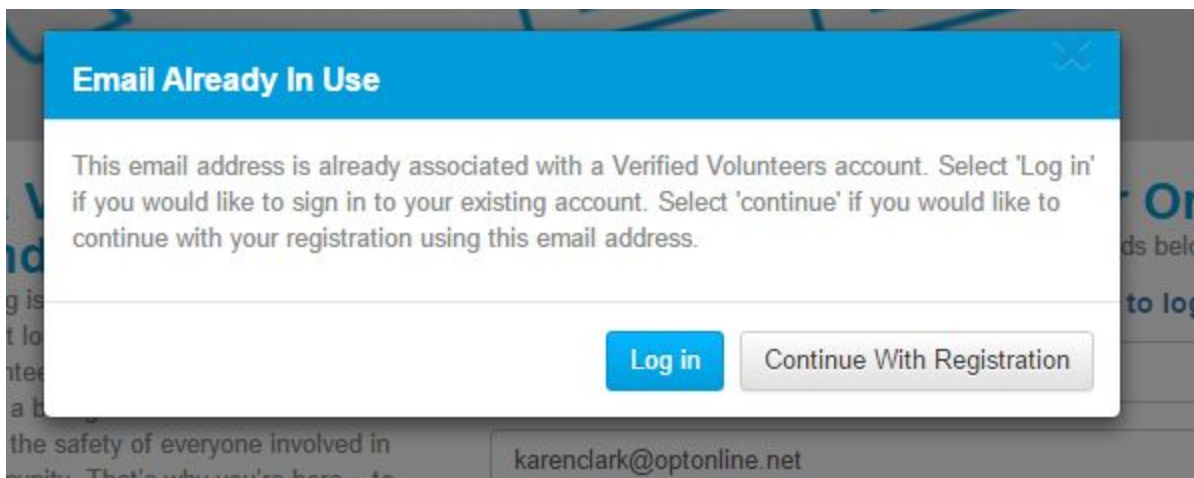
Click **Continue** to proceed.

**Please** continue to enter the information as requested. To proceed select **Save & Continue** at the bottom of each screen, until all information has been entered.

To complete the process, select **Submit Order**.



If you go to do a background check, and your parish or school has already done one, you will probably get this error:



If you do, **do not proceed**, as you probably are not due for another background check. Contact your parish or school Local Safe Environment Coordinator, or, if none is assigned, your pastor or principal.