

## **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.

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

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

Create a User ID Create a Password: Continue Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctivation. Email addresses are ok. Your user id 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, 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.

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).)

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.

Please select the primary location where you work, volunteer or worship Do not select the location of your training If you are associated with multiply locations, please choose the primary (work) location first. (IIC), the centinue button to exlect additional locations such as those where you volunteer or worsh.

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? YES NO

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

Click Continue to proceed.

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[] Employee (Parish/Parochial)
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diocese, please enter it below, y describe what you do for the diocese

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Answer three (3) YES/NO questions.

Click Continue to proceed.

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.

## 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.

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.)

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

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.

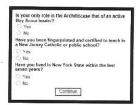
To proceed with your Background Check, enter the requested information into the designated fields.

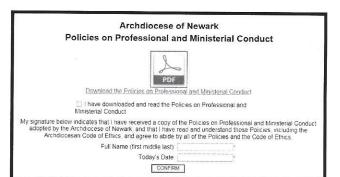
Click Continue to proceed.

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.









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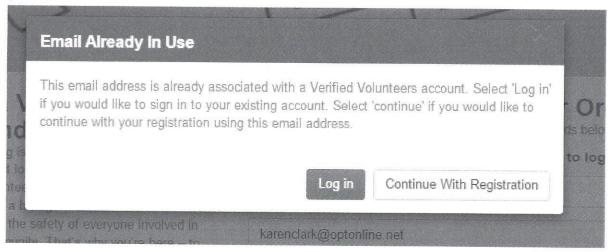






## **Registration Instructions**

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.