

Registration Instructions

Before <u>or</u> after attending a <u>live</u> session of Protecting God's Children, all participants <u>must</u> register with VIRTUS Online. Go to <u>http://www.virtusonline.org</u> On the left side of the screen, click the yellow link labeled First Time Registrant, 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 .)	THE ANTIONAL CATHOLIC HISK RETENTION GROUP, INC. WIRTUS BOULD BOU
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> V
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 name like Mary and John are not good choices as they are most likely aiready in use. Common abbreviations like Mary or main activity or main activity or main activity is in use. We suggest using your ful ranker (influed spaces) for main activities as they are more likely to be unique. Create a Version of the common of the provide spaces of the common of the provide spaces of the common of the provide spaces of the common of the provide space of the provide space of the common of the provide space space of the prov
 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. 	Pass provide the information regretate balow Desired case the dock balow is not observations as the LOCE Solidate Terms with "" Fight the main with " Fight the main with the ma
Select the <u>PRIMARY</u> location where you work or volunteer by clicking the downward arrow and highlighting the location. Click Continue to proceed. <i>Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).</i>	Please select the primary location where you work , volunteer or worship Do not select the location of your training session Locat the to the other of the weighter a store Primary location: Please elect - Continue Trou or a senscrated with multiple locations locate it primary (work) busites first. Then clict the definite bases to base to base to base to a titles where you voluntee or workpo
Your selected location(s) are displayed on the screen. Select <u>YES</u> , 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 <u>NO</u> .	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
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 <u>all</u> roles that apply.	Please select the roles that you play within your diocese Flease check at hold apply. Yee must select at least one nex. Candidate for ordination Candidate for ordinatity C
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.	Continue Please select any additional roles that you play within your discuss Adjunt Prises Adjunt Prises Out-on Description Control Teacher Control Te
(Use descriptions supplied, to help determine appropriate role(s) to select.) Click Continue to proceed.	Costance Local Sele Environment Coordinator Coordinator Coordinator Coordinator Coordinator Coordinator

Copyright 2002-2015 by National Catholic Services LLC All rights reserved. This information last revised August. 14.2015 Page 1 of 3



Registration Instructions

Answer three (3) YES/NO questions.	Anny proc. a particular of a calification of a calification of the
Click Continue to proceed.	In your canage, separation or environment environme
Please answer <u>YES</u> or <u>NO</u> 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 Archolocese that of an active Boy Scout leader? Ves Have you been fingerprinted and cartified to teach in a Versey Catholic or public achool? No Have you lived in New York State within the last seven years? No Have you lived in New York State within the last seven years? No 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.	Archdiocese of Newark Policies on Professional and Ministerial Conduct
To proceed, check the box: I have downloaded and read the Policies on Professional and Ministerial Conduct.	PDF
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.	Lownload me 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 able by all of the Policies and the Code of Ethics. Full Name (first middle last): Today's Date:
Enter your Full Name (first, middle and last) in the box provided on the screen. (<i>e.g., John D. Smith</i>)	CONFIRM
Enter Today's Date (mm/dd/yyyy)	
Click Confirm to proceed.	
If you have <u>not</u> attended a VIRTUS Protecting God's Children Session, choose <u>NO</u> .	Have you already attended a VIRTUS Protecting God's Children Session?
Otherwise choose YES.	
If you chose <u>NO</u> 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).	Provide factor for calculate on earlier to denset Original of the Control of Co
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, <u>skip</u> this step.)	 Interrupt (seef, Colden to Kullan, Biological and Kullan to Kullan to Kullan to Kullan to Biological and Kullan to Kullan to Biological and Kullan to Kullan to Biological and Kullan to Kullan to Kullan Biological and Kullan to Kullan to Biological and Kullan to Kullan to Biological and to Biolo
If you chose YES, you will be presented with a list of all VIRTUS sessions that have been conducted in the Archdiocese of Newark.	Please select the session you attended
Choose the session you attended by clicking the downward arrow and highlighting the session then click Complete Registration	Complete registration
To complete a Background Check, click on the designated <u>link</u> : Begin Verified Volunteers Background Check.	A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. TO THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.
This link will direct you to Verified Volunteers secure website.	WIKIUS Onune
To proceed with your Background Check , enter the requested information into the designated fields.	Begin Verified Volunteers Background Check
Click Continue to proceed.	Victoriars
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.	



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:

Email Already In Us	e	
This email address is alre if you would like to sign in continue with your registr	ady associated with a Verified Volunteers account. Select 'Log in' to your existing account. Select 'continue' if you would like to ation using this email address.	ds be
ter	Log in Continue With Registration	
ne safety of everyone involved	in karenclark@optonline.net	

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.