

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 -----> [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

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

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 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, 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.)

Please select the primary location where you work, volunteer or worship

Do not select the location of your training session

(Click on the top one of the categories below)

Primary location: - Please select - [Continue]

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?

[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)] -- ie. 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.

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
- Educator
- Employee (Diocesan/Eparcial)
- Employee (Parish/Parochial)
- Priest
- 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:

[Continue]

Please select any additional roles that you play within your diocese

Please check all that apply.

- Adjunct Priest
- Brother
- Catechist - CCD Teacher
- Chaperoned Boy Scout Adult Volunteer
- Coach
- Deceased
- Local Site Environment Coordinator
- Military Priest
- Parent
- Permanent Deacon
- Religious Order Priest
- Retired Priest
- Transitional Deacon
- Summer Volunteer for the parish/school
- Youth Group Volunteer

[Continue]

Registration Instructions

Answer three (3) YES/NO questions.

Click **Continue** to proceed.



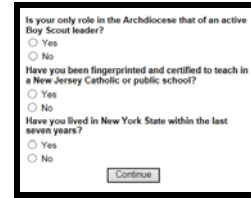
Please answer **YES** or **NO** to the following questions:

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.

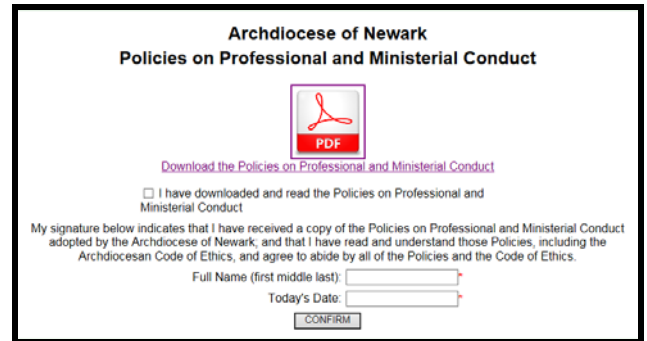
Review the statement on the screen:

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. (ie. 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)**.

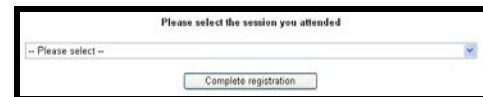
When you find the session you wish to attend, click in the circle next to that date -- then click **Complete Registration**.

(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.

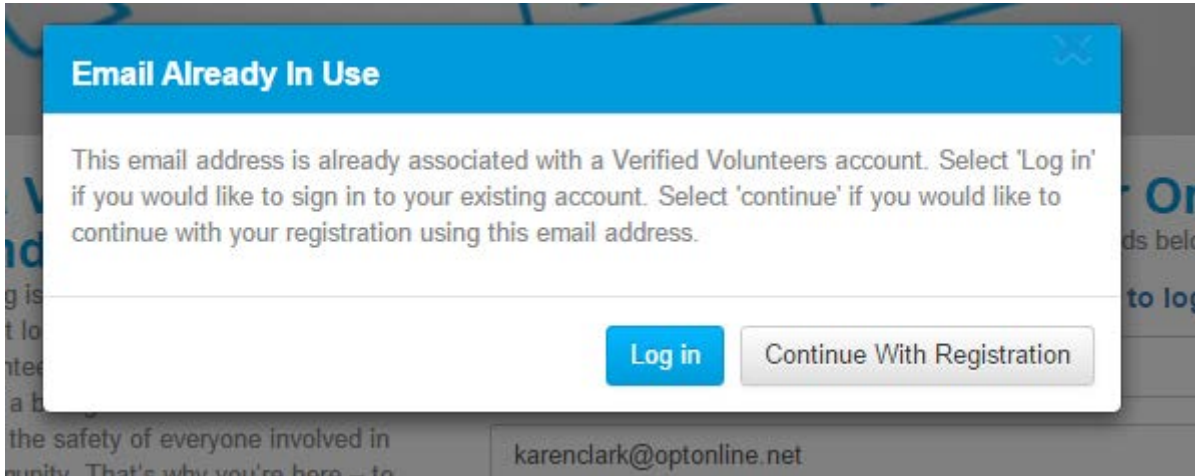
Please continue to enter the information as requested. To proceed select **Save & Continue** at the bottom of each screen, until all information has been entered.

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



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.