

Registration Instructions

Diocese of San Jose

Before completing **Protecting God's Children** training online, all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=23188



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 'jsmith' 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:

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, 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.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:

First Name:

Full Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: Why?

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 or volunteer.

Primary location:

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:

Cathedral Basilica of Saint Joseph (San Jose)

Do you work or volunteer in another location?

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Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

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 This user is in their first preparation for Ordination to the Priesthood	☐ Priest Those ordained to the Priesthood
☐ Deacon Those ordained as Deacons in the Diocese of San Jose.	☐ Volunteer - Adult Volunteer User volunteers (is not compensated for various ministerial roles, including Catechists, in the Diocese, schools, parishes or other sites that are under the auspices of the Diocese of San Jose.
☐ Educator Teachers, Principals, Administrators, Vice Principals. This category does NOT include teacher aides, or school support staff (technicians, business managers, etc.)	☐ Volunteer - Teen Leader Volunteer Teen volunteers (is not compensated for various ministerial roles, including Catechists, in the Diocese, schools, parishes or other sites that are under the auspices of the Diocese of San Jose.
☐ Employee Anyone employed by the Diocese of San Jose, other than clergy or faculty.	

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 answer the questions presented.

Note: All personnel required to register with this training website must select "Yes" to the second question regarding interaction with minors. Selecting this option will prompt the appropriate training course for you to complete: *Protecting God's Children for Adults*. Upon completion, you will be able to print a certificate of completion.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18 that participates in our Religious Education or Private Catholic Schools?

☐ Yes
☐ No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this diocese?

☐ Yes
☐ No

Do you manage, supervise or oversee employees or volunteers on behalf of this diocese?

☐ Yes
☐ No

Do you participate in ministry with vulnerable adults or bring Holy Communion to the sick, homebound, and/or elderly?

☐ Yes
☐ No

Continue

All registrants must please read the **Diocese San Jose, Adult Code of Conduct**

Download the **Adult Code of Conduct** by clicking the **PDF** icon or on the preferred language. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your **electronic signature** and **today's date**.

Click **Continue** to proceed.

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Adult Code of Conduct



Adult Code of Conduct

☐ I hereby acknowledge that I have downloaded and read the attached document for the Protection of Children and Vulnerable Adults.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last)*: (John D. Smith)

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

Continue

Click inside the circle to select the **Online Training** you wish to complete.

Please select the session you wish to attend

☐ Protecting God's Children for Adults (Online Training)

☐ Protecting God's Children for Adults (Online Training in Spanish)

Complete Registration

Click on the **green circle** to begin the **Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you will always have the ability to log back into your account and access the certificate.

Online Training Courses

To begin your online training, please click the title of your assigned training:

☒ **Protecting God's Children® Online Awareness Session 3.0**
Assigned: 09/28/2017
Due: 10/12/2017

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. **Thank you!**