

## Registration Instructions Archdiocese of Newark

Before attending a **Protecting God's Children** awareness training, 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=16839](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=16839)

Or please register by going to [www.virtus.org](http://www.virtus.org) and click on 'First Time Registrant'.



**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 the user ID.

Click **Continue** to proceed.

**If you already have a VIRTUS Account, please contact the Helpdesk at helpdesk@virtus.org or 888-847-8870 to recover your login information. Thank you!**

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 'james' and 'jones' 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 8 characters long.

[Important note about selecting passwords](#)

**Provide** all the information requested on the screen. Several fields are required, such as: First Name, Last Name, Email Address, Home Address, City, State, Zip, Phone Number, last four of 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](http://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**

**Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.**

Salutation - Please select -

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix - Please select if applicable -

Email:   No email

Home Address:

Home Address Conf'd:

City:

State: -- Select --

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN:   why?  No SSN

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.

**In this step, DO NOT select the location of your training session - you will pick that later.**

**We are asking for the primary location where you work or volunteer.**

**Please select the primary location where you work or volunteer.**

Location: - Please select -

Your selected location is displayed on the screen.

Please select from the primary roles, any additional roles, and enter your title or position of service.

Click **Continue** to proceed.

Please select the primary location where you work or volunteer

Please select at least one primary role you perform at this location

- Employee (Parish/parsonas)
- Employee (Diocese/parsonas)
- Volunteer
- Priest
- Deacon
- Candidate for ordination
- Educator

Please select any additional roles you perform at this location

- Adjunct Priest
- Brother
- Catechist - CCD teacher
- Chartered Club - Scout Adult Volunteer
- Chartered Club - Scout Adult Volunteer
- Coach
- Eucharistic Minister
- Lecturer
- Local Safe Environment Coordinator
- Military Priest
- Permanent Deacon
- Religious Order Priest
- Retired Priest
- Transitional Deacon
- Youth Group Volunteer
- Parent

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Please select **Yes** if you have any additional locations. If not, please select **No** to continue.

**You have chosen following locations and roles:**

Academy at St. Mary (Rutherford)

- Usher
- Volunteer ✓

**Are you associated with any other locations?**

Please answer **Yes** or **No** to the four 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 of this archdiocese/diocese/religious organization?

- Yes  
 No

Do you interact with, work with or come into contact with vulnerable adults of this archdiocese/diocese/religious organization?

- Yes  
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

- Yes  
 No

Please answer **Yes** or **No** to the two questions.

Click **Continue** to proceed.

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

- Yes  
 No

Have you ever lived in New York State?

- Yes  
 No

Please review and acknowledge the **Policies on Professional and Ministerial Conduct**, which is available in English and Spanish.

Please provide your electronic signature, today's date, and click **CONFIRM** to proceed.

## Archdiocese of Newark

### Policies on Professional and Ministerial Conduct



Download the Policies on Professional and Ministerial Conduct

Descargue la Política de Conducta Profesional y Ministerial

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.

I will print, sign and date page 23 (English) or page 25 (Spanish) of the Policies on Professional and Ministerial Conduct and provide the hard copy to the Local Safe Environment Coordinator at my parish and/or school.

Full Name (first middle last):

Today's Date:

If you have **not** attended a **VIRTUS Protecting God's Children** instructor-led session, choose **NO**.

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

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

**When** you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all facilitator led **VIRTUS** sessions 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 submit a **Background Check**, please click on the designated link presented.

This link will direct you to **Sterling Volunteers** website.

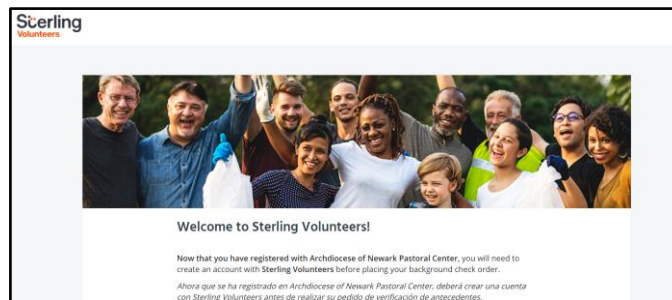
[Begin Sterling Volunteers Background Check](#)

To proceed with your **Background Check** within **Sterling Volunteers** website, 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**.



**Thank you for registering with VIRTUS Online.**

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**[A note regarding emails:](#)**

effectiveness of the measures to combat it. Consequently, many of our users are aware that you allow messages from [system@virtus.org](mailto:system@virtus.org). You may also receive messages from [system@virtus.org](mailto:system@virtus.org). SPAM filtering is the number one reason for this.