Registration Instructions Diocese of San Jose

Before completing **Protecting God's Children** training online, all participants <u>must</u> 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.

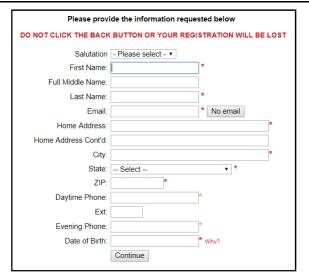


Provide all the information requested on the screen. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(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.



Select the <u>PRIMARY</u> 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: - 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 <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 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?

YES NO

Registration Instructions Diocese of San Jose

Select the role(s) that you serve within your parish. Please check <u>all</u> roles that apply.

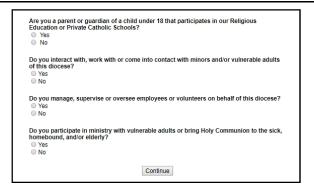
Additionally, **enter** your title in the box provided that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Room Mom, Seminarian, etc.

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 final 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 Discess cahools, earlies or other sites that are under the suspices of the Discess of	
	Educator Teachers, Principals, Administrators, Vice Principals. This category does NOT include teacher alides, or school support staff (secretaries, business managers etc.).		San Jose. Volunteer - Teen Leader Volunteer	
	Employee Anyone employed by the Diocese of San Jose, other than olergy or Faculty.		Teen volunteers (is not compensated) for various ministerial roles, including Catechists, in the Discess; schools, parishes or other sites that are under the auspices of the Discess of San Jose.	
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.

Click Continue to proceed.



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.



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!**

