

Diocese of Paterson Registration Instructions

Before attending an instructor-led (live) session, all participants **must** register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

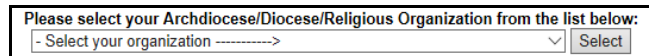
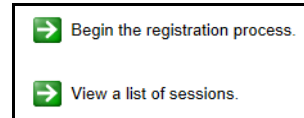
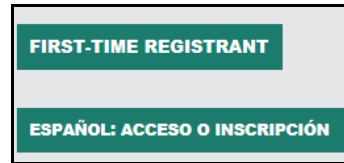
[VIRTUS Registration](#)

Or:

Go to <http://www.virtusonline.org>

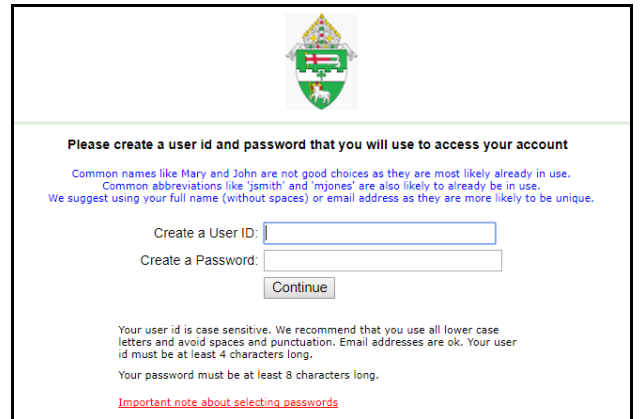
On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

Select the name of your organization **Paterson - Diocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Create a User ID and 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, including: First & 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.

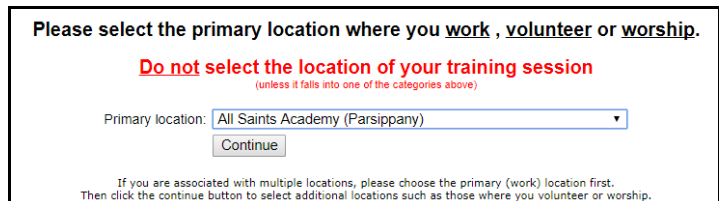
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your Safe Environment Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



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).



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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:

All Saints Academy (Parsippany)

Do you work or volunteer in another location?

Select the role(s) that you serve within the Diocese of Paterson and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

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 accepted in the Seminary Program or is a Candidate in the Permanent Diaconate.
- Deacon**
Those ordained as Deacons in the Diocese of Paterson.
- Educator**
Teachers, Principals, Administrators, Guidance Counselors, etc. in the Diocesan Catholic Schools. It does NOT include teacher aides, school support staff, etc. or Religious Education Catechists.
- Employee**
Anyone employed by the Diocese of Paterson, other than clergy or Faculty.
- Priest**
Those ordained to the Priesthood.
- Volunteer**
User volunteers (is not compensated), including religious education catechists, for various ministerial roles in the Diocese, schools, parishes or other sites that are under the auspice of the Bishop of Paterson.

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:

Select the any additional roles that apply.

Click **Continue** to proceed.

Please select any **additional** roles that you play within your diocese

Please check all that apply.

- Candidate for the Permanent Diaconate
- Seminarian
- Retired Priest

Please review the following and respond:

➤ **Code of Conduct for the Diocese of Paterson**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on **Continue**.

Diocese of Paterson

Code of Conduct



Code of Conduct

- I have downloaded, read and understand this document.

Please provide an electronic signature to confirm you have read this document.

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

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

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

Otherwise, choose **YES**

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

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

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 instructor-led **VIRTUS** sessions conducted in the **Diocese of Paterson**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

Please select the session you wish to attend

- Protecting God's Children for Adults**
Where: St. Paul Inside the Walls (Madison)
205 Madison Avenue
When: Thursday, November 9, 2017
4:00 PM
Estimated length of session: 0 hrs
Spaces remaining: unlimited
Language: This session will be conducted in English
- Protecting God's Children for Adults**
Where: St. Paul Inside the Walls (Madison)
205 Madison Avenue
When: Thursday, November 30, 2017
4:00 PM
Estimated length of session: 0 hrs
Spaces remaining: unlimited
Language: This session will be conducted in English

Diocese of Paterson Registration Instructions

If you are required to complete a background check, you **MUST** click on **Begin Background Check** to complete a background check on the Selection.com secure website.

Your registration is not complete

You must complete a background check

As part of our efforts to create and maintain a safe environment for the children and volunteers of our diocese, we have chosen Selection.com® to do all our background checks.

By clicking this button, you will be directed to their secure website called Fastrax™.

You will be notified via email when your VIRTUS Online account is activated.

Thank you for registering with VIRTUS Online.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected. After you attend your session, your account request will be reviewed by your Coordinator.

You are now within the secure website of **FASTRAX®**. Please click on **Enter Background Check Info** to proceed.


Please complete the steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check

After you attend the training session, you will receive an email of approval.

If you have additional questions about the VIRTUS registration, please contact the helpdesk at 888-847-8870 or helpdesk@virtus.org.

To contact the background check provider, Selection.com, please contact the helpdesk at 800-325-3609.


Thank you for completing the registration process!



The Diocese of Paterson welcomes you!

Protecting the children under the care of the Diocese of Paterson is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clerics, employees and volunteers of the Diocese, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.



DIOCESE OF PATERSON

Your Information
Primary location: Annunciation of the Blessed Virgin Mary

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.

 VIRTUS Online