VIRTUS Online

Diocese of Charlotte **Registration Instructions**

All participants must register with VIRTUS Online. Registration must be completed on a laptop or desktop. IPhones, smart phones, or tablets are not recommended. (DO NOT USE: Microsoft Edge, Safari, an IPhone or Smart Phone to register online. DO USE Google Chrome or Internet Explorer

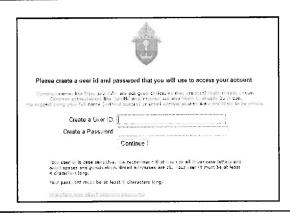
To register, click on the following link: https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=1 4049

Click to begin the process.

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, Date of Birth, and any previous names used.

(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.

	the information requested below
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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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This is the list of locations with which you are associated:

Pastoral Center (Charlotte)

Do you work or volunteer in another location?

YES NO

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.

Select the role(s) that you serve within the Diocese of Charlotte 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.

Select any <u>additional</u> role(s) that you serve within the Diocese of Charlotte and/or parish/school. Please do not select Contractor if you are an employee.

Please check <u>all</u> roles that apply. Please do not select Candidate for Permanent Diaconate. Select volunteer as the role.

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Employee		

Please select any <u>additional</u> roles that you play within your diocese	
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Click Continue to proceed.

Please answer the following four questions.

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

Are you Employed at one of our locations?

Are you required to attend/complete Protecting God's Children?

Are you required to complete a background check?

Click Continue to proceed.

contact with mind	vith, work with or come into ors and/or vulnerable adults of this ese/religious organization?
Yes	
No	
Are you Employe	ed at one of our locations?
Ye	
No	
Are you required God's Children?	to attend/complete Protecting
Yes	
No	
Are you required	to complete a background check?
Yes	
No	
	Continue

Please review the following and respond:

Code of Conduct for the Diocese of Charlotte

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand the Code of Ethics for the Diocese of Charlotte" and enter your full name and today's date.

Click Continue to proceed.

Policy of the Diocese of Charlotte Concerning Ministry-Related Sexual Misconduct

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand the Sexual Misconduct Policy for the Diocese of Charlotte" and enter your full name and today's date.

Diocese of Char	lotte, NC
Code of Cond	luct
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Please provide an electronic signature to c documents and completed the Diocese of	onfirm you have read the above if Chariotic Code of Conduct:
Full Name (first, middle and last)	Wom D. P
Today's Date:	(et al.)

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Click Continue to proceed.	
f you have <u>not</u> attended a VIRTUS <i>Protecting God's Children</i> session, choose <u>NO</u> . Otherwise, choose YES .	Have you already attended a VIRTUS Protecting God's Children Session?
you chose <u>NO</u> during the previous step, you will be presented with list of upcoming VIRTUS Protecting God's Children instructor-led essions scheduled for the Diocese of Charlotte. The Protecting od's Children® Online Awareness Session is the last class listed. Then you find the instructor-led session training you wish to attend, lick the circle and then click Complete Registration. To you chose <u>YES</u> during the previous step, you will be presented that list of all instructor-led VIRTUS sessions conducted in the incese of Charlotte. Choose the session you attended by clicking the downward arrow and highlighting the session then click complete Registration.)	Phone would be account to the broader on with to affect the broader of the broade
f you are required to complete a background check, please click on Submit Background Check to complete a background check on a secure website. Google Chrome or Internet Explorer f you do not wish to submit your Background Check information inline, please contact your Local Coordinator to obtain a paper Disclosure and Release form. All employees and volunteers in the Diocese of Charlotte must have a background check completed before beginning their employment or volunteer activities.	Thank you for completing the registration process. Your background check is ready to complete. Clicking the button below will take you to the background check provider website Please note that your background check IS NOT yet complete. Submit Background Check

Screening One.

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

Thank you for completing the registration process!

If you experience difficulties creating your online account or submitting a background check request, please use Google Chrome or Internet Explorer

