

Registration Instructions Diocese of San Jose

VIRTUSOnline You'll start by registering. Email jen@santateresachurch.com your Legal Name, address, email address, phone number, AREA in the Church you wish to volunteer (pantry, Scouts, Youth Group, etc.) AND Date of Birth (month/day/year). Go to VIRTUS Training: http://www.virtusonline.org Select FIRST TIME REGISTRANT. Unless you have already logged into this system prior - then you'll sign in with your login and password. If you forget your password, please select Need Login information below password. VIRTUSOnline Choose "BEGIN THE REGISTRATION PROCESS:" Dagin Was replaced on press Uner a Bat of a SELECT THE PRIMARY LOCATION where you volunteer Please select your Archdiocese/Diocese/Religious Organization from the list bein by clicking the downward arrow and highlighting the location. of your organize interior fac 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).) 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 Create a User (D) Create a Passworth Continue **PROVIDE** ALL THE INFORMATION requested on the screen. Several fields are required, such as: First, Middle & Last Salutation - Please select - * Name, Email address, Home Address, City, State, Zip, First Name Phone Number, and Date of Birth. Full Middle Name Last Name (Note: Do not click the back button or your registration will be lost.) Email Home Address Click Continue to proceed. Home Address Cont'd.

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



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THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



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SELECT SANTA TERESA from the drop down me	nu. Click Proceed.	
		This is the list of locations with which you are associated:
OTHER LOCATIONS (Parishes)		Cathedral Basilica of Saint Joseph (San Jose)
Select <u>YES</u> , if you need to add secondary/additional locations. (Follow instructions in previous step to select additional locations.)		VES NO
Otherwise, if your list of locations is complete, sele	ect <u>NO</u> .	
Select the role(s) that you serve within your parish. Please check <u>all</u> roles that apply. Type Volunteer and your area of ministry (liturgical Ministry, Youth Group, Office, etc.). Click Continue to proceed.	 Canadidate for ordination The series is the first parameters for Generating Parameters and the first series of the Solution Theorem, Network Advancements, Une Persp metrics or which series parameters, Asses Solution Advance employer for the Theorem of Series and Advance employer for the Theorem of Series and parameters (Series and Series and Seri	Prese send the role that you play within your discess Prese chart at the role that you play within your discess Prese that it is the role that you play within your discess Prese that the role that you play within your discess Prese that the role that you play within your discess Prese that the role that you play within your discess Prese that the role that you play within your discess Prese that the role that you play within your discess Prese that the role that you play within your discess Prese that the role that you play within your discess Prese that the role that you play within your discess Prese that the role that you play within your discess Prese that the role that you play within your discess Prese that you do not have a this within your discess places of the the discess. The role that the role that you play within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that the role that you play within your discess Prese that you do not have a this within your discess Prese that the role that you play within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within your discess Prese that you do not have a this within you discess Prese that you do not have a this within you discess Prese that you do not have a this within you discess Prese that you do not have a this within you discess Prese that you do not have a
Please answer the questions presented.		VIRTUS Online
Note: All personnel required to register with this training website must select "Yes" to the second and fourth question regarding interaction with minors and vulnerable adults. Selecting these options will prompt the appropriate training course for you to complete. Upon completion, you will be able to print a certificate of completion to send to us.		Are you a parent or guardian of a citild under 18 that participates in our Religious Education or Private Catholic Schools? © Yee No Do you manage, supervise or oversee into contact with minors? © The Do you manage, supervise or oversee employees or volunteers on behalf of this discuse? © Top © Top
Click Continue to proceed.		homelocity, and/or elderly?
All registrants must read the Diocese San Jose, Adult Code of Conduct		Diocese of 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.		Adda Code of Conduct
To proceed, please provide your electronic signature (first, middle and last name) and today's date (i.e. 11/13/2018)		(a) Interding automountingpe that I have dimensionalisation read the statubeter decomposition for the Properties of Children, and Valenceable. Adults.
Click Continue to proceed.		Please provide an electronic acknowlodgeness to confirm you have received the decommutation. Put Name (Run, widde and last): Rudgio Date: Rudgio Rudgione



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Click inside the circle to select the Online Tra	iining.	Please select the session you wish to attend Protecting All Children and Vulnerable Adults (Online Training) Complete Registration
Click on the green circle to begin the Online Training		Online Training Modules Ta begin your unline tabling, please slick the tille of your assigned training; Protecting God's Childrent Matrixetment 3.2.8 Wahnrettik Adats Contrinent, Sen Jose Assigned: 10/30/2018 Due: 11/13/2018
Upon completion, the last	screen will allow you to print	a certificate and bring it to the office
		TATERESACHURCH.COM
IF you didn't remember to print, or you want to get your certificate at any time, you can sign-in again to Virtuosnline.org and click on TRAINING. You will click on the little image of a certificate to the far right circled.	Approval Date: 10/20/2018 LIVE TRAINING Faire ONLINE TRAINING MODULES Module Presiding facts Dates the second free to second fee	eer 12, Sec Jaw Complete 10/2010 10/2010 10/2010 10/2010
If you have additional questions, please c OR the	all Jen at 408-629-7777 E VIRTUS Help Desk at 1-8	xt. 101 (Tuesdays – Thursdays from 9am-1pm) 88-847-8870.