

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.



Choose **"BEGIN THE REGISTRATION PROCESS:"**



SELECT THE PRIMARY LOCATION where you 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).



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.

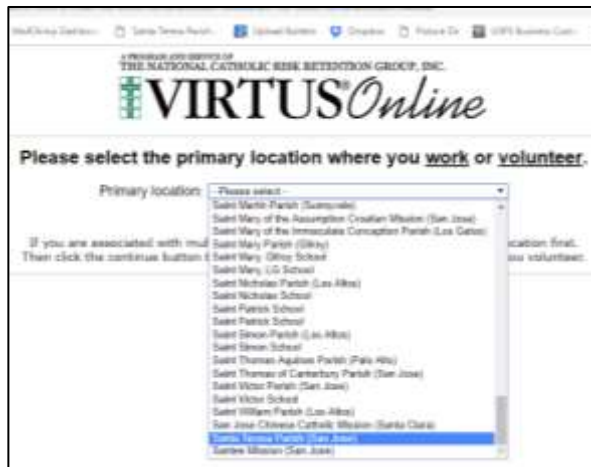
(Note: Do not click the back button or your registration will be lost.)

Click **Continue** to proceed.

If you do not have an email address, consider obtaining a free email account at mail.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.



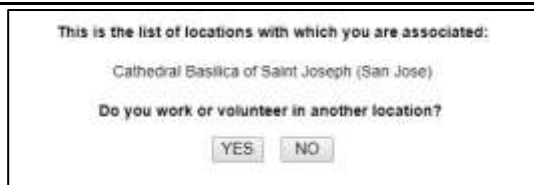
SELECT SANTA TERESA from the drop down menu. Click Proceed.



OTHER LOCATIONS (Parishes)

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**.



Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Type Volunteer and your area of ministry (liturgical Ministry, Youth Group, Office, etc.).

Click **Continue** to proceed.



Please answer the questions presented.

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.

Click **Continue** to proceed.



All registrants must 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 (first, middle and last name) and **today's date** (i.e. 11/13/2018)

Click **Continue** to proceed.



Click inside the circle to select the **Online Training**.

Please select the session you wish to attend

Protecting All Children and Vulnerable Adults (Online Training)

Click on the **green circle** to begin the **Online Training**

Online Training Modules

To begin your online training, please click the title of your assigned training:

Protecting God's Children: Child Maltreatment 1,2 & Vulnerable Adults Continued_San Jose
Assigned: 10/30/2018
Due: 11/13/2018

Past due
 Due date approaching
 Assigned

Upon completion, the last screen will allow you to **print** a certificate and bring it to the office
OR email the certificate to the office JEN@SANTATERESACHURCH.COM

IF you didn't remember to print, or you want to get your certificate at any time, you can sign-in again to Virtuosonline.org and click on TRAINING. You will click on the little image of a certificate to the far right circled.

Approval Date: 10/29/2018

LIVE TRAINING

Name:

ONLINE TRAINING MODULES

Module	Assigned	Started	Completed
Protecting God's Children: Child Maltreatment Awareness Module 1,2, San Jose	10/2018	10/2018	10/18/18

If you have additional questions, please call Jen at 408-629-7777 Ext. 101 (Tuesdays – Thursdays from 9am-1pm)
OR the VIRTUS Help Desk at 1-888-847-8870.