

1. Go to the Website Below

Before completing Protecting God's Children training online, all participants **must** 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=37504



2. Create your User ID & Password

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.

DIOCESE OF STOCKTON

full, active, conscious participation in the life of the Church

Please create a user id and password that you will use to access your account

Common names like Mary and John are not good choices as they are most likely already in use. Common abbreviations like 'jsmith' and 'mjones' are also likely to already be in use. We suggest using your full name (without spaces) or email address as they are more likely to be unique.

Create a User ID:

Create a Password:

Your user id is case sensitive. We recommend that you use all lower case letters and avoid spaces and punctuation. Email addresses are ok. Your user id must be at least 4 characters long.

Your password must be at least 8 characters long.

[Important note about selecting passwords](#)

3. Enter your Information

Provide all the information requested on the screen. Some fields are required.

(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.

Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation: - Please select -

First Name: *

Full Middle Name:

Last Name: *

Email: * No email

Home Address:

Home Address Cont'd:

City: *

State: -- Select -- *

ZIP: *

Daytime Phone: *

Ext:

Evening Phone: *

Date of Birth: * [Why?](#)

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.).

Please select the primary location where you work or volunteer.

Primary location: - Please select -

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 **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:

Chancery

Do you work or volunteer in another location?

Registration Instructions

Diocese of Stockton

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

<input type="checkbox"/> Candidate for ordination <small>This user is in their final preparation for Ordination to the Priesthood.</small>	<input type="checkbox"/> Employee <small>Anyone employed by the Diocese of Stockton, other than clergy or Faculty.</small>
<input type="checkbox"/> Deacon <small>Those ordained as Deacons in the Diocese of Stockton.</small>	<input type="checkbox"/> Priest <small>Those ordained to the Priesthood.</small>
<input type="checkbox"/> Educator <small>Teachers, Principals, Administrators, Vice Principals. This category does NOT include catechists, teacher aides, or school support staff (secretaries, business managers etc.)</small>	<input type="checkbox"/> Volunteer <small>Volunteers (are not compensated), including catechists, for various ministerial roles in the Diocese, schools, parishes or other sites that are under the auspices of the Bishop of Stockton.</small>

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 select any additional roles that you are associated with in the diocese, parish or school.

Click **Continue** to proceed.

Please check all that apply.

<input type="checkbox"/> Admin Asst	<input type="checkbox"/> Lunch Staff
<input type="checkbox"/> Assc Director	<input type="checkbox"/> Maintenance
<input type="checkbox"/> Bookkeeper	<input type="checkbox"/> Music Dir
<input type="checkbox"/> Business Mgr	<input type="checkbox"/> Office Mgr
<input type="checkbox"/> Camp Counselor	<input type="checkbox"/> Other
<input type="checkbox"/> Campus Minister	<input type="checkbox"/> Preschool Dir
<input type="checkbox"/> Chaperone	<input type="checkbox"/> Principal
<input type="checkbox"/> Classroom Aide	<input type="checkbox"/> RCIA Director
<input type="checkbox"/> Club Moderator	<input type="checkbox"/> Receptionist
<input type="checkbox"/> Coach	<input type="checkbox"/> Rel Ed Catechist
<input type="checkbox"/> Counselor	<input type="checkbox"/> Rel Ed Helper
<input type="checkbox"/> Custodian	<input type="checkbox"/> Sacramental Prep Dir
<input type="checkbox"/> Director	<input type="checkbox"/> Secretary
<input type="checkbox"/> Director of Religious Education	<input type="checkbox"/> Seminarian
<input type="checkbox"/> Eucharistic Minister	<input type="checkbox"/> Teacher
<input type="checkbox"/> Ext Care Dir	<input type="checkbox"/> Vice-Principal
<input type="checkbox"/> Ext Care Staff	<input type="checkbox"/> Yard Duty
<input type="checkbox"/> Groundskeeper	<input type="checkbox"/> Youth Ministry
<input type="checkbox"/> Liturgy Dir	

Continue

Please answer the questions presented.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?
 Yes
 No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?
 Yes
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?
 Yes
 No

Continue

4. Read & Sign the Code of Pastoral Conduct

All registrants must read the **Diocese of Stockton, Code of Pastoral Conduct**.

Download the **Code of Pastoral 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.

Diocese of Stockton
Code of Pastoral Conduct

 **PDF**

Code of Pastoral Conduct
 Spanish
 Portuguese
 Vietnamese

I hereby acknowledge receipt of the Code of Pastoral Conduct of the Diocese of Stockton. I agree to abide by this code and conduct myself in complete accordance with it. I understand that any violation of the Code of Pastoral Conduct as identified in this document will be subject to remedial action by the Church organization. Corrective action may take various forms depending on the specific nature and circumstances of the offense and the extent of the harm in accord with canon and civil law.

Please provide an electronic signature to confirm you have received the document above.

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

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

Continue

5. Read & Sign the Diocese of Stockton Standards of Conduct

All registrants must please read the **Diocese of Stockton, Standards of Conduct for those working with Children and Young People**.

Download the **Standards of Conduct for those working with Children and Young People** 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.

Diocese of Stockton

Standards of Conduct for those working with Children and Young People



[PDF](#)

Standards of Conduct for those working with Children and Young People

Spanish
Portuguese
Vietnamese

I hereby acknowledge that I have read the Standards of Conduct of the Diocese of Stockton and I am aware that there is a complete copy of the Code of Pastoral Conduct which I may access on the Diocesan website at www.stocktondiocese.org. I agree to abide by this code and conduct myself in complete accordance with it. I understand that any violation of the Code of Pastoral Conduct as identified in this document will be subject to remedial action by the Church organization. Corrective action may take various forms depending on the specific nature and circumstances of the offense and the extent of the harm in accord with canon and civil law.

Please provide an electronic signature to confirm you have received the document above.

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

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

5. Select your Preferred Language

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)

6. Complete your Training, Print your Certificate of Completion, & Notify your Parish Safe Environment Coordinator

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.

Volunteers at St. Joseph's in Modesto can email a copy of their certificate of completion to iwesley@stjmod.com. Or drop it off at the Parish Office for Isela.

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!**

