

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.



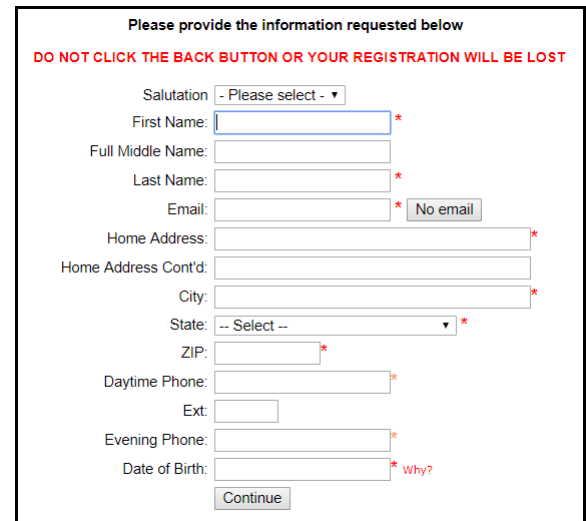
3. Enter your Information

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.

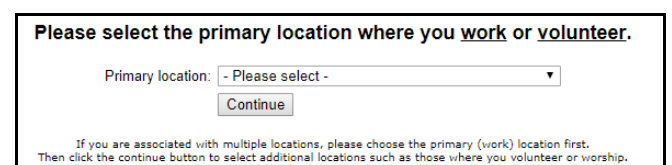
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Click **Continue** to proceed.

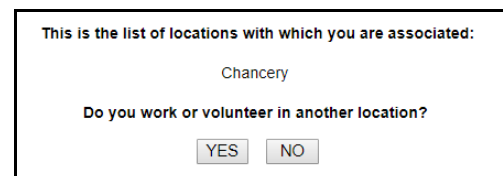
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



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**.



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>User 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:

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"/> Asst 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	

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

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



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)

Registration Instructions Diocese of Stockton

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



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 jwesley@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!**

