

Diocese of Charlotte Registration Instructions

Before or after attending an instructor-led (live) session, all participants <u>must</u> register with **VIRTUS** *Online*.

To register, click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=14049

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.

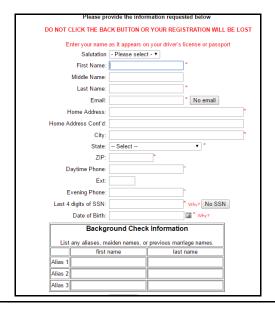


Provide <u>all</u> the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and any previous names used.

(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.



Select the <u>PRIMARY</u> 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 <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**.



This is the list of locations with which you are associated:
Pastoral Center (Charlotte)
Do you work or volunteer in another location?
YES NO



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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.) Candidate for ordination Deacon Priest Please check all roles that apply. Educator Employe 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 Click Continue to proceed. Continue Select any additional role(s) that you serve within the Diocese of Please select any additional roles that you play within your diocese Charlotte and/or parish/school. Diago chack all that apply Please check all roles that apply. Continue 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 archdiocese/diocese/religious organization? Do you interact with, work with or come into contact with minors Yes O No and/or vulnerable adults of this diocese? Are you Employed at one of our locations? Are you Employed at one of our locations? O No Are you required to attend/complete Protecting God's Children? Are you required to attend/complete Protecting God's Children? Yes Have you completed a background check within the last 5 years within the diocese, parish or school? Have you completed a background check within the last 5 years within the diocese, parish or school? Yes Click Continue to proceed. O No Continue Please review the following and respond: Diocese of Charlotte, NC Code of Conduct for the Diocese of Charlotte Code of Conduct To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand the Code of Conduct for the Diocese of Charlotte" and enter your full name and today's date. I have downloaded, read, and understand the Code of Conduct for the Diocese of Charlotte. Click on Continue. Please provide an electronic signature to confirm you have read the above documents and completed the Diocese of Charlotte Code of Conduct: Full Name (first, middle and last)*: (John D. Smith) Today's Date*: (mm/dd/vvvv) Continue If you have not attended a VIRTUS Protecting God's Children session, choose NO. Have you already attended a VIRTUS Protecting God's Children Session?

Otherwise, choose YES.

YES NO



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If you chose <u>NO</u> during the previous step, you will be presented with a list of upcoming **VIRTUS** *Protecting God's Children* instructor-led sessions scheduled for the **Diocese of Charlotte**.

When you find the instructor-led session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose <u>YES</u> during the previous step, you will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Charlotte**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration.**)

Please select the session you wish to attend

Protecting God's Children for Adults

Where St. Benedict Church (Greensboro)
190 West Smith Street

Whene Standary, May 6, 2017
90 OAM

Estimated length of session 3 hrs

Spaces remaining
Language This session will be conducted in English
Wheelchair accessible Yes

Protecting God's Children for Adults

Where St. John Neumann Church (Charlotte)
451 Idenvide Road
Whene Monday, May 15, 2017
6, 30 Plat

Estimated length of session 3

Spaces remaining 20 on 3

Language This session will be conducted in English
Member St. Solve Neumann Church (Charlotte)
452 Till Session will be conducted in English
Language This session will be conducted in English
Language This session will be conducted in English
Member St. Solve Plat

Language This session will be conducted in English
Language This session will be conducted in the Purish Hall. Please arrive 5-10 mins early to sign-in.
Wheelchair accessible
Ves

If you are required to complete a background check, please click on Submit Background Check to complete a background check on a secure website.

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

Your registration is completed with your Confirmation from Screening One.

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

Thank you for completing the registration process!

