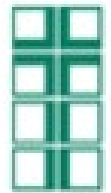




DIOCESE OF
SAN JOSE

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VIRTUS[®] *Online*

ONLINE REGISTRATION INSTRUCTIONS

1. Please visit www.virtusonline.org and click on **FIRST-TIME REGISTRANT**.

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VIRTUS[®]Online

Home About Us Services / Programs Resources Reporting Child Abuse Contact Information Help / FAQs

LOGIN FOR EXISTING ACCOUNTS

User ID:

Password:

Sign In

Need login information?

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

STOPit! Partnership

VIRTUS[®] Online Training / Tracking Platform

Protecting God's Children[®] for Adults

Teaching Safety - Empowering God's Children[™]

Protecting All Children[™] for Adults

Pathways[™] for Religious Orders

Celebrating Rev. Dr. Martin Luther King Jr.

The Civil Rights Movement lives on today through the spirit of Rev. Dr. Martin Luther King Jr. who gave his life in service to activism for equal rights and treatment of

What is Your Opinion?
What is one thing you can do to help promote the Gospel message of equality in dignity?

☐ Talk to the children in my care about equality and how

2. Click on **Begin the registration process.**

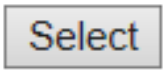
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 [Begin the registration process.](#) 

 [View a list of sessions.](#)

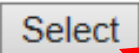
[Click here to watch a brief tutorial on the pre-registration process](#)

3. Scroll down to **San Jose (Diocese)** in the drop down menu and click on the  button.

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Please select your Archdiocese/Diocese/Religious Organization from the list below:

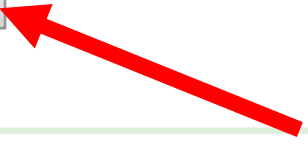
4. Click .

NOTE: If you have previously registered with VIRTUS Online, please DO NOT register again. Simply log-in to your account on the VIRTUS homepage at www.virtusonline.org

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Have you previously registered with VIRTUS Online?



5. Create a **User ID** and a **Password** you can easily remember. We suggest the use of an email address as a user name. Click .

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 **VIRTUS**[®]Online

 *Diocese of
San Jose*

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.

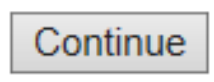
Create a User ID:

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](#)

6. Provide all the information requested on the screen. Click  .

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 **VIRTUS[®]Online**

Please provide the information requested below

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

Salutation: ▾

First Name: *

Full Middle Name:

Last Name: *

Email: *

Home Address: *

Home Address Cont'd:

City: *

State: ▾ *

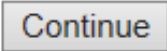
ZIP: *

Daytime Phone: *

Ext:

Evening Phone: *

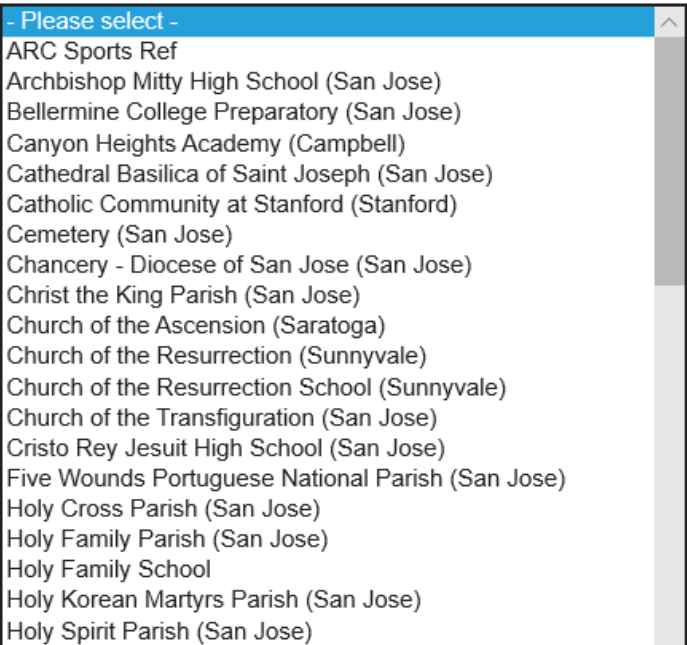
Date of Birth: * Why?

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

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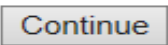
Please select the primary location where you work or volunteer.

Location: 

The dropdown menu contains the following options:

- Please select -
- ARC Sports Ref
- Archbishop Mitty High School (San Jose)
- Bellermine College Preparatory (San Jose)
- Canyon Heights Academy (Campbell)
- Cathedral Basilica of Saint Joseph (San Jose)
- Catholic Community at Stanford (Stanford)
- Cemetery (San Jose)
- Chancery - Diocese of San Jose (San Jose)
- Christ the King Parish (San Jose)
- Church of the Ascension (Saratoga)
- Church of the Resurrection (Sunnyvale)
- Church of the Resurrection School (Sunnyvale)
- Church of the Transfiguration (San Jose)
- Cristo Rey Jesuit High School (San Jose)
- Five Wounds Portuguese National Parish (San Jose)
- Holy Cross Parish (San Jose)
- Holy Family Parish (San Jose)
- Holy Family School
- Holy Korean Martyrs Parish (San Jose)
- Holy Spirit Parish (San Jose)

Look for St. John the Baptist (Milpitas)

8. Select the role(s) that you serve within your parish. Additionally, enter your **Title or Position of Service** in the box provided that best describes your role within the Diocese -- ie. Catechist, DRE, Eucharistic Minister, etc. Click  .

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Please select the primary location where you work or volunteer.

Location: Cathedral Basilica of Saint Joseph (San Jose) ▼

Please check all that apply. You must select at least one role.

Please select at least one primary role you perform at this location

☐ **Candidate for ordination**
This user is in their final preparation for Ordination to the Priesthood.

☐ **Deacon**
Those ordained as Deacons in the Diocese of San Jose.

☐ **Educator**
Teachers, Principals, Administrators, Vice Principals. This category does NOT include teacher aides, or school support staff (secretaries, business managers etc.).

☐ **Employee**
Anyone employed by the Diocese of San Jose, other than those listed in the previous categories.

☐ **Priest**
Those ordained to the Priesthood.

☐ **Adult Volunteer**
Adult volunteers, over 18 years of age, serving various ministries in schools, parishes or other sites that are under the auspices of the Diocese of San Jose.

☐ **Teen Volunteer**
Teen volunteer, between the ages of 14 up to 18 years old, serving various ministries in schools, parishes or other sites that are under the auspices of the Diocese of San Jose.

Please select any additional roles you perform at this location

☐ **ARC Sports Ref**
Vendor for school athletic leagues (2018)

If you have a title please enter it below.
If you do not have a title, please briefly describe what you do.

Title or Position of Service:



9. Your selected location is 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**.

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You have chosen following locations and roles:

Cathedral Basilica of Saint Joseph (San Jose)
• Adult Volunteer ✓

Are you associated with any other locations?

10. Please answer the questions presented. IMPORTANT NOTE: All users need to answer **YES** to the second question: Do you interact with, work with or come into contact with minors and/or vulnerable adults?

Click [Continue](#) .

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Are you a parent or guardian of a child under 18 that participates in our Religious Education or Private Catholic Schools?

☐ Yes
☐ No

Do you interact with, work with or come into contact with minors?

☒ Yes 
☐ No

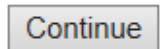
Do you manage, supervise or oversee employees or volunteers on behalf of this diocese?

☐ Yes
☐ No

Do you participate in ministry with vulnerable adults or bring Holy Communion to the sick, homebound, and/or elderly?

☐ Yes
☐ No

[Continue](#)

11. All registrants must read the **Diocese San Jose, Adult Code of Conduct** by clicking the **PDF** icon. Once the download and reading is complete, close the screen and return to this VIRTUS page. To proceed, please click the acknowledgement box, type your **Full Name**, and **Today's Date** in the spaces provided. Click  .

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 **VIRTUS[®]Online**

Diocese of San Jose

Adult Code of Conduct



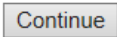
Adult Code of Conduct

☒ I hereby acknowledge that I have downloaded and read the attached document for the Protection of Children and Vulnerable Adults.

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

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

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



12. Click inside the circle to select the **Online Training** you wish to complete and click

Complete Registration

.

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Please select if you interact with, work with or come into contact with minors, but not with vulnerable adults

☐ Protecting God's Children® Online Maltreatment Awareness Session 3.2 (San Jose)

Please select if you participate in ministry with vulnerable adults or bring Holy Communion to the sick, home-bound, and/or elderly

☒ Protecting God's Children® Maltreatment 3.2 & Vulnerable Adults Combined (San Jose)

Please select, if you are under the age of 18

☐ Healthy Relationships for Teens 2.0 Online Module Expansion with Safe Environment Component

Complete Registration

13. Click on the icon  to begin the **Online Training**.

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 **VIRTUS[®]Online**

Training | **Toolbox** | **Library** | **My Diocese**

Training

Online Training Modules
Recertification
Live Training
Message Center
Training Compliance
Update My Account

Online Training Modules

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

	Protecting God's Children[®] Maltreatment 3.2 & Vulnerable Adults Combined_San Jose Assigned: 01/22/2021 Due: 02/05/2021
---	--

[See available training modules](#)

 Past due
 Due date approaching
 Assigned

Helpful Tips:

- The training is composed of short videos and multiple choice questions.
- Please do not fast forward through videos. If you do, the system will not allow you to continue.
- The training is about 90 minutes long and does not have to be completed in one seating. You may log back into your account to finish the 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. Please provide a copy of your certificate to your diocesan volunteer/employment site.

**For Assistance or Questions,
please contact the Diocese of San José's:**

Office for the Protection of Children &
Vulnerable Adults

Ph: 408-983-0113 | Email: Protection@dsj.org