

Registration Instructions Archdiocese of Santa Fe

 Before completing Protecting God's Children training online and a background check, all participants <u>must</u> first register with VIRTUS Online. Please go to the Archdiocesan website http://www.archdiocesesantafe.org/ and click on the VIRTUS link to access the VIRTUS Registration page. 	Child & Youth Protection Program † Child & Youth Protection/ Victim's Assistance † Prevention Workshops † VIRTUS † VIRTUS en Español
 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. If you have already created a VIRTUS account, please select "click here" highlighted in red to access your current account. Click Continue to proceed. 	If you have already created a VIRTUS account, please click here to log into your account. If you have already created a VIRTUS account, please click here to log into your account. Heac create a user of and password that you will use to access your account. Create a User 10: Create a User 10:
 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, Last Four Digits of SSN, and Date of Birth. (Note: Please 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 Baldution "Please select ~ * Frist Name: * * Middle Name: * Last Name: * No email Home Address: * Home Address: * ZIP/POSTAL CODE: * Dayteme Phone: * Last 4 digits of SSR: * way? Date of Birth: ** way?
 Select the <u>primary location</u> 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.) 	Please select the primary location where you work, volunteer or worship. Do not select the location of your training session Loties if alls into one of the calegories above? Primary location: Primary location: Online If you are associated with multiple locations such as those where you volunteer or worship. Then click the continue button to select additional locations such as those where you volunteer or worship. This is the list of locations with which you are associated: Assumption (Albuquerque) Do you work, volunteer or worship in another location?
Otherwise, if your list of locations is complete, select <u>NO</u> . Select the role(s) that you serve within your parish. Please check <u>all</u> 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, etc. Click Continue to proceed.	YES No Prease salked the roles that yee play within your discrese Candidate for ordination Candidate for ordination Belowator Prove how a time inhy your discrese heart it holos. The or Docean The ordination in the inhy your discrese heart it holos. The or Docean function Continue



Registration Instructions Archdiocese of Santa Fe

 All registrants must please read the Archdiocese of Santa Fe Code of Conduct. Download the Code of Conduct by clicking the PDF icon. Once the download and reading is complete, close the screen/tab and return to the VIRTUS registration screen. To proceed, please provide your electronic signature and today's date. Click Continue to proceed. 	Archdiocese of Santa Fe Code of Conduct Image: point of the po
Click inside the circle to select the Online Training you wish to complete, in English or Spanish.	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) Complete Registration
 Please complete Step 1 and Step 2 to complete your registration process. Instructions to follow. Step 1 is the submission of your required background check and you will be entering a secured PeopleFacts website when you click on Complete Background Check. Once you complete the background check submission, please click out of the PeopleFacts tab and not your entire browser. Step 2 directs you to the Protecting God's Children Online Awareness Session training course by clicking on Compete Training. Please click on Step 1, Complete Background Check, to proceed. 	Almost done PeopleFacts is expecting your background check application Step 1: Complete your background check Complete Background Check Once your background check is complete, do not close your browser. Come back to this tab to login to your training using the button below. Step 2: Complete your training Complete Training
Pease review the instructions within PeopleFacts and then click 'next'.	Country Cail 60:772.010 Order Order
Please enter the information requested in the shaded pink sections of this screen and the click 'next'.	



Registration Instructions Archdiocese of Santa Fe

If there is nothing further requested to complete in section 3, please click next.	All calculations and an analysis of the second seco
Please check the box that "I authorize the background check to be performed on me." In section 4 and then click 'Continue to Next Step'.	2 Centre Subject Information 3 Centre Request Center 4 Addreffice and Pressed In Review Centre Centre Into a book the Fair Center Reporting Act (ICRA) Condour Rick way State
Please click Continue to Next Step and then click on 'Click here to download or view the release form(s) you must sign."	Please Supply Required Documentation In order to complete your application, we need some additional documentation from you. Please click Continue to Next Step below to supply this documentation to us.
Please be sure and just close the tab/window of the accessed form and not your entire browser.	Continue to Next Step Click here to download or view the release form(s) you must sign. Ple window. Please review the forms before continuing to the next step.
Please sign in the signature box, and then Save Your Signature to continue in the lower left hand of the screen.	Sign the documents you reviewed on a subject or phone, use your froger on a composer, use your mouse (press and hold the left button while moving the mouse): Clear Signature
You have the ability to download/view/print your signed release form.	Thank Your Your signature has been saved.
You have completed the background check information. Please close the PeopleFacts tab and not your browser. If you have any questions regarding your background check, please call 800-772-0130.	All Complete Congratulations, you have supplied all required information. Your order is in process, it has completed 0 out of 1 searches. Please close the PeopleFacts tab, but leave your browser open to continue on to the training segment. Questions? Contact PeopleFacts at <u>800-772-0130</u> . Reference order number 2626972.
You will now be directed to Step 2 to complete your online training. Please click on Complete Training .	Step 2: Complete your training Complete Training
Click on the green circle to begin the Online Training Course. Upon completion and the approval of your record, you will receive an email and have the ability to log back into your account and access the certificate.	Online Training Courses Protecting God's Children® Online Awareness Session 3.0 Assigned: 06/01/2016 Due: 06/15/2016
If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. If you have questions regarding your background check submission, please contact PeopleFacts at 1-800-772-0130. Thank you!	APROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.