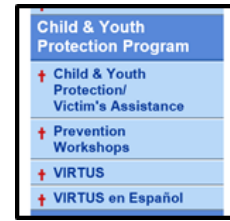


Before completing **Protecting God's Children** training online and a background check, all participants **must** first register with **VIRTUS Online**.

Please go to the Archdiocesan website <http://www.archdiocesasantafe.org/> and click on the VIRTUS link to access the VIRTUS Registration page.



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.



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.

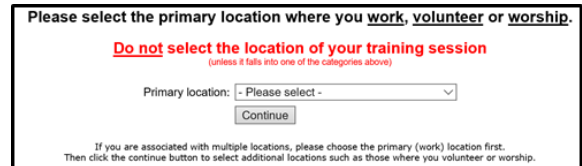
If you do not have an email address, consider obtaining a free email account at mail.yahoo.com, or any other free service. This is necessary for your VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



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

Click **Continue** to proceed.

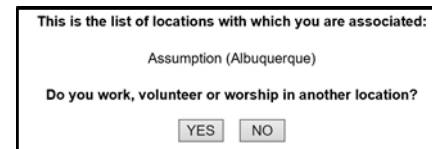
Note: If you serve at multiple diocesan locations, you will be prompted to select those additional locations in future screen(s).



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**.



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, etc.

Click **Continue** to proceed.



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.

Click inside the circle to select the **Online Training** you wish to complete, in English or Spanish.

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 **Complete Training**.

Please click on Step 1, **Complete Background Check**, to proceed.

Pease review the instructions within **PeopleFacts** and then click 'next'.

Please enter the information requested in the **shaded pink** sections of this screen and the click 'next'.

Registration Instructions Archdiocese of Santa Fe

<p>If there is nothing further requested to complete in section 3, please click next.</p> <p>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'.</p>	
<p>Please click Continue to Next Step and then click on 'Click here to download or view the release form(s) you must sign.'</p> <p>Please be sure and just close the tab/window of the accessed form and not your entire browser.</p>	<p>Click here to download or view the release form(s) you must sign. Please review the forms before continuing to the next step.</p>
<p>Please sign in the signature box, and then Save Your Signature to continue in the lower left hand of the screen.</p> <p>You have the ability to download/view/print your signed release form.</p>	<p>Thank You! Your signature has been saved.</p> <p>Click here to download / view / print the signed release form(s). This will be your only chance to download your copy of the signed forms. Once you click "Continue to Next Step", you will no longer be able to download these forms.</p>
<p>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.</p> <p>You will now be directed to Step 2 to complete your online training.</p> <p>Please click on Complete Training.</p>	<p>All Complete</p> <p>Congratulations, you have supplied all required information.</p> <p>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.</p> <p>Questions? Contact PeopleFacts at 800-772-0130.</p> <p>Reference order number 2626972.</p> <p>Step 2: Complete your training</p> <p>Complete Training</p>
<p>Click on the green circle to begin the Online Training Course.</p> <p>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.</p>	<p>Online Training Courses</p> <p> Protecting God's Children® Online Awareness Session 3.0 Assigned: 06/01/2016 Due: 06/15/2016</p>
<p>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!</p>	