

# Registration Instructions Diocese of Palm Beach

Before completing **Protecting God's Children and/or Vulnerable Adults Training**, 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=14051](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=14051)


Or, please register by going to [www.virtus.org](http://www.virtus.org) and click on 'First Time Registrant'.


Please click on 'Begin the registration process.'

From the dropdown menu, please click on Palm Beach, FL (Diocese).

Have you previously registered with VIRTUS Online for the Diocese of Palm Beach, FL? If you have already registered and have forgotten your account information, please select Yes and use the account recovery tools or contact your local administrator. Otherwise, select No.



 Begin the registration process.


 View a list of sessions.

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

Have you previously registered with VIRTUS Online for Diocese of Palm Beach, FL?

**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.

Click **Continue** to proceed.



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**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 'smith' 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](#)

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**Provide** all the information requested on the screen, and please add your legal name on your ID. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Last four of SSN, and Date of Birth.

**(Note: Do not click the back button or your registration will be lost.)**

Click **Continue** to proceed.

Please provide the information requested below  
DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

**Please enter your name as it appears on your driver's license, passport or other government-issued ID, and we need your full, legal name.**

Salutation: - Please select -

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix: - Please select if applicable -

Email:  \* No email

Home Address:

Home Address Cont'd:

City:

State: - Select -

ZIP/Postal Code:

Daytime Phone:

Ext:

Evening Phone:

Cell Phone:

Last 4 digits of SSN:  \* why? No SSN

Date of Birth:  MM/DD

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

**Note:** This should be the location requesting your background check.

Click **Continue** to proceed.

**Please select the primary location where you work or volunteer.**

Location:

**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 – i.e. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click **Continue** to proceed.

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

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

**Religious: Nun or Brother**

**Employee**

**Volunteer**  
Unpaid persons who assist the diocese (schools and parishes) such as catechists, youth ministers, coaches, classroom volunteers.

**Priest**

**Deacon**

**Candidate for ordination**  
Seminarians and candidates for the permanent diaconate

**BEFORE SELECTING EDUCATOR**

Read the description below

DO NOT select Educator if you do not meet the description

If you select Educator and do not meet the description, it will delay your registration and may result in unnecessary charges to your parish or school

**Educator**  
Salaried teachers, principals, and administrators in diocesan schools only. SCHOOL FACULTY ONLY

**Vendor**  
Any person who is employed outside of the diocese who is contracted to perform services in our diocesan schools.

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

Title or Position of Service:

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Please answer the questions presented.

Click **Continue** to proceed.

Do you interact with, work with or come into contact with minors of this diocese? If so, you will be assigned Protecting God's Children 4.0.

Yes  
 No

Do you interact with, work with or come into contact with vulnerable adults of this diocese? If so, you will be assigned Vulnerable Adult Training.

Yes  
 No

Do you communicate with minors using technology (such as through zoom meetings, social media, emails, etc.)? If so, you will be assigned Technology and Virtual Boundaries Awareness: Online Communication with Youth.

Yes  
 No

[Continue](#)

Please read the **Code of Pastoral Conduct for Church Personnel** and acknowledge:

*I have read the Code of Pastoral Conduct for Church Personnel of the Diocese of Palm Beach and understand its contents. I have been given the opportunity to have it explained to me in conjunction with the documents listed in the Preamble of this code.*

*I accept that I am bound to comply with this Code of Pastoral Conduct and will remain in compliance with said code, policies, procedures and documents listed in its Preamble, and that a copy of such will be available to me upon request.*

*I understand that a just and equitable process guaranteeing the protection of the rights of those involved will be implemented for any action inconsistent with this Code of Pastoral Conduct or failure to take remedial action mandated by it.*


*The Diocese of Palm Beach reserves the right to change this Code of Pastoral Conduct at a future date, so that it remains in compliance with the documents in the preamble. I understand that I will be informed of any major changes but will not be required to sign any addendum to this agreement.*

To proceed, please check the box and provide your electronic signature and today's date.

Click Continue to proceed.

Code of Pastoral Conduct for Church Personnel

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[Problems viewing PDF? Download](#)

I have read the Code of Pastoral Conduct for Church Personnel of the Diocese of Palm Beach and understand its contents. I have been given the opportunity to have it explained to me in conjunction with the documents listed in the Preamble of this code.

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

Full Name (first, middle and last):

Today's Date:

[Continue](#)

If you have **not** attended a **VIRTUS Protecting God's Children** session, choose **NO**.

Otherwise, choose **YES** and the system will present a list of past **classroom sessions** to select from and please choose the session you previously attended.

Have you already attended a VIRTUS Protecting God's Children Session?

**Select** the online training preference. Please note that you will be led to the online training that is specific to your service.

Click **Continue** to proceed.

**Please select the session you wish to attend**

**Online Training in English**

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**Online Training in Spanish**

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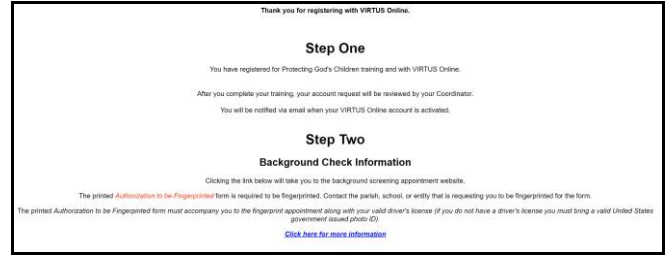
[Continue](#)

# Registration Instructions Diocese of Palm Beach

Review **Step One** and then **Step Two** to proceed to access the fingerprinted form:

*The printed Authorization to be Fingerprinted form is required to be fingerprinted. Contact the parish, school, or entity that is requesting you to be fingerprinted for the form.*

*The printed Authorization to be Fingerprinted form must accompany you to the fingerprint appointment along with your valid driver's license (if you do not have a driver's license you must bring a valid United States government issued photo ID).*

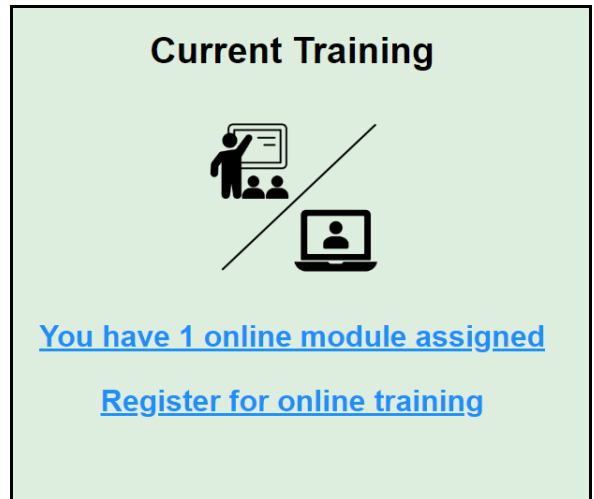


Click '[Click here for more information](#)' to proceed.

Follow the instructions within the **Fingerprint Submission Registration Website**. Once the registration within this website is complete, please close the screen.



**Click** on 'You have 1 online module assigned' within the Current Training box.



**Please click** on the **green circle** to begin the module or modules that are assigned to you.

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.

If you have additional questions regarding the VIRTUS Online registration process, please contact the local administrator at the Church or School or contact the Safe Environment Office at the Diocese at 561-775-9593 or 561-775-9530.

**Thank you!**

