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

Or, please register by going to 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.

FIRST-TIME REGISTRANT

→ Begin the registration process.

→ View a list of sessions.

Please select your Archdiocese/Diocese/Religious Organization from the list below:
Palm Beach, FL (Diocese) | Select

Have you previously registered with VIRTUS Online for <u>Diocese of Palm Beach, FL</u>?
Yes   No

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.

Diocese of Palm Beach

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: [   ]
[Continue]

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

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.

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.

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 answer the questions presented.

Click **Continue** to proceed.

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.

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.

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.

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).
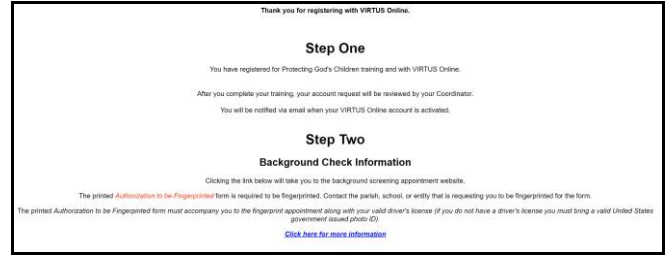
Click '**Click here for more information'** to proceed.

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.

Current Training

You have 1 online module assigned

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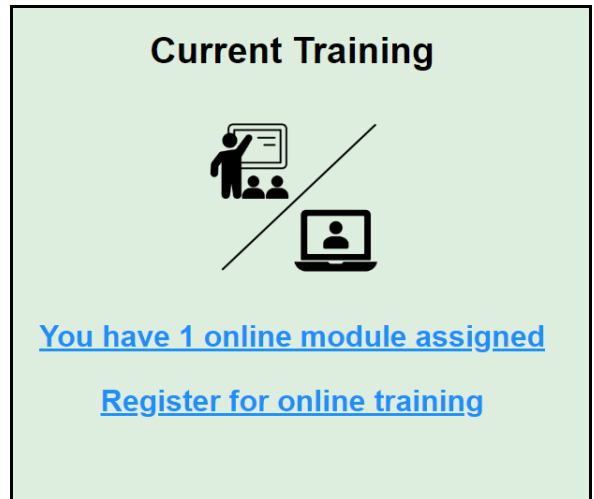
Please click on the **green circle** to begin the module or modules that are assigned to you**.**

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!

Online Training Modules

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

Protecting God's Children Online Awareness Session 4.0 - Palm Beach
Assigned: 07/22/2024
Due: 08/05/2024

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

Protecting God's Children Online Awareness Session 4.0 - Palm Beach
Assigned: 07/22/2024
Due: 08/05/2024

Vulnerable Adults Training Module 2.0 - Palm Beach
Assigned: 07/22/2024
Due: 08/05/2024