

Before completing **Protecting God's Children** training online, 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/17162/reg_pwd.cfm?theme=0

Or, please go to www.virtus.org and click on First Time Registrant and select Rockford from the drop down list.



Please enter the password provided by your Diocese, Parish or School.

Contact your parish, school or entity directly for the password to create an online account or contact the Diocesan Safe Environment Office at 815-399-4300 ext. 417

Click **Continue** to proceed.


Please enter the password provided by your Diocese, Parish or School

Continue

Contact your parish, school or entity directly for the password to create an online account or contact the Diocesan Safe Environment Office at 815-399-4300 ext. 417

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 usernames.

Click **Continue** to proceed.



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. Several fields are required, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, Date of Birth, Gender and Race.

(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 - v

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix - Please select if applicable - v

Email: No email

Home Address:

Home Address Confid:

City:

State: -- Select -- v

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth: m? w? y?

Gender: -- Select -- v

Race/Ethnicity: -- Select -- v

Continue

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).

In this step, **DO NOT** select the location of your training session - you will pick that later.

We are asking for the primary location where you work or volunteer.

Please select the primary location where you work or volunteer.

Location: - Please select - v

Continue

Select the role(s) that you serve within your parish. Please check **all** roles that apply.

Additionally, **enter** your title or position of service 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 select the primary location where you work or volunteer:
 Location:

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

- Employee (Parish/Parochoial)
Paid persons who are employed by and work directly for a parish or a school.
- Employee (Diocesan/Eparchial)
Paid persons who are employed by and work directly for the diocese. This includes staff employed at the diocesan center.
- Volunteer
Unpaid individuals including catechists.
- Priest
- Deacon
- Candidate for ordination

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
Catholic School teachers and substitute teachers in the Catholic Schools of the Diocese of Rockford (i.e. Salaried teachers, principals and administrators. This role is NOT for Catechists or Parish Religion Educator staff (they should use the volunteer role or employee role).
- Volunteer - Under 18

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:

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**.

You have chosen following locations and roles:

All Saints Catholic Academy (Rockford)

• Volunteer ✓

Are you associated with any other locations?

Please answer the questions presented.

Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?

Yes
 No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

Yes
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

Yes
 No

Please review the following document and respond:

➤ **Technology & Social Media Guidelines**

To proceed and acknowledge, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.

Diocese of Rockford, IL
 Technology & Social Media Guidelines

Diocese of Rockford

Problems viewing PDF? [Download](#)

I acknowledge that I have received the Diocese of Rockford's Code for the Pastoral Use of Technology and Social Media. I agree that I have read and will abide by this Code.

Please provide an electronic acknowledgement to confirm you have received the document above.
 Full Name (first, middle and last):
 Today's Date:

Please review the following document and respond:

➤ **Code of Pastoral Conduct**

To proceed and acknowledge, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.

Diocese of Rockford, IL
 Code of Pastoral Conduct

DIocese OF ROCKFORD

Problems viewing PDF? [Download](#)

I, in my capacity as a volunteer acknowledge that I have received the Catholic Diocese of Rockford Code of Pastoral Conduct for Priests, Deacons, Pastoral Ministers, Empowered, and Volunteers of the Catholic Diocese of Rockford, and agree that I have read and will abide by the provisions of this Code of Pastoral Conduct as a volunteer of the Diocese.

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)
[Continue](#)

Please review the following document and respond:

➤ **Sexual Misconduct Norms**

To proceed and acknowledge, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.

Diocese of Rockford, IL
 Sexual Misconduct Norms

Problems viewing PDF? [Download](#)

I acknowledge that I have received the Diocese of Rockford's Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults of the Diocese of Rockford. I agree that I have read and will abide by the provisions of these norms as a volunteer of the Diocese.

Also, I acknowledge that the Norms for the Prohibition of Sexual Abuse of Minors and Sexual Misconduct with Adults that I have received this date replace all prior policies or regulations that I may have received from the Diocese. I agree that those former policies or regulations are no longer in force of effect.

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)
[Continue](#)

Please review the following document and respond:

➤ **Guidelines for Youth & Those Working with Youth**

To proceed and acknowledge, please **Confirm** by clicking on the acknowledgment and entering your full name and today's date.

Click on **Continue**.

Diocese of Rockford, IL
 Guidelines for Youth & Those Working with Youth

guidelines.pdf

Diocese of Rockford
 Guidelines for Youth and Those Working with Youth
 Employee, Volunteer, and Youth Participant
 General Guidelines and Boundaries Expectations
 Revised and Effective September 1, 2018

A. Introduction

These Guidelines have been developed to support the Diocese's youth, young adults, leaders, and empowered adults and volunteering adults who work with youth. The main guideline is for youth and adults to have a consistent set of rules to govern all appropriate contact. The Supervising Adult, defined below, of an activity in which youth participate is required to verify compliance with these Guidelines.

B. Definitions

In these Guidelines, "Minors" are defined as individuals under the age of 18 years, defined to include both minors and young adults between the ages of 18 to 20 years.

"Supervising Adult" is defined as the person held responsible for the operation of the activity, and may include the Pastor, Priest, Youth Minister, Coordinator or Director of Religious Education, Director of a Diocesan Department, a teacher, employed coach, or other similar individual provided that the Supervising Adult shall be employed by the Diocese, parish, school, or other Diocesan entity. A volunteer may not be a Supervising Adult. The Supervising Adult must be trained and certified by the Diocese.

Problems viewing PDF? [Download](#)

I acknowledge that I have received the Diocese of Rockford's Guidelines for Youth and Those Working with Youth. I agree that I have read and will abide by these Guidelines when working with Youth.

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)
[Continue](#)

Please answer the question, 'Have you already attended a VIRTUS Protecting God's Children Session?'

Click **Yes** or **No** to proceed.

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

If you chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children instructor-led** sessions scheduled or online training for the **Diocese of Rockford**.

When you find the session training you wish to attend, click the circle -- and then click **Complete Registration**.

(If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Rockford**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

Please select the session you wish to attend

- Protecting God's Children for Adults
 - Where: St. Patrick Church (McHenry)
 - When: Saturday, June 15, 2019
5:30 PM
 - Estimated length of session: 2 hrs 30 min
 - Seats remaining: unlimited
 - Language: This session will be conducted in English
 - Notes: Session will be held in the Ministry Building. Enter through parking lot doors. No late arrivals or children will be admitted.
 - Wheelchair accessible: Yes
- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)

If you chose online training, please click on the **green circle** to begin the **Online 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.

After you attend an instructor-led session or complete the online training, you will soon receive an email of approval.

Online Training Courses

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

- Protecting God's Children® Online Awareness Session 3.0**
Assigned: 10/21/2020
Due: 11/04/2020

Other Languages Available (You may change versions)

Protecting God's Children® Online Awareness Session 3.0 (Spanish)

If you have additional questions about VIRTUS Online training, please contact your local administrator or the VIRTUS Help Desk at 1-888-847-8870. **Thank you!**

