

All adult employees, volunteers, and independent contractors whose duties include contact with minors as well as all clergy and candidates for ordination **must** complete the Diocese of Honolulu's Safe Environment requirements every 5 years.

Before or after attending an instructor-led (live) session or to select online training, all participants must register with VIRTUS Online.

Please on the link below to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg 2.cfm?theme=0&org=21836

Or, please register by going to www.virtus.org and click on 'First Time Registrant'.

Create a User ID and 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.





Provide <u>all</u> the information requested on the screen.

Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, and Phone Number.

(Note: 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 Safe Environment Liaison to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.

Please provide the information requested below

DO HOT 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

Full Middle Name

Full Middle Name

Nickname: | * | No email

Home Address: | * | No email

Home Address: | + | No email

Home Address: | + | No email

Example | - | - | - | - |

State | Salect - | - | * |

Daytime Phone: | - | - |

Exercise | - | - | - |

Confirms

Continue

Select the <u>PRIMARY</u> 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).

Select the role(s) that you serve within the Diocese of Honolulu and/or parish/school/diocesan organization. (Use descriptions supplied to help determine appropriate the role(s) to select.)

Please check all roles that apply.

Enter a **brief** (2-4 words) description of your Title or Position of Service in the box provided.

Click Continue to proceed.



	Location: Annunciation Church (Kamuela)
	Please check all that apply. You must select at least one role.
Ple	ease select at least one primary role you perform at this location
	Employee Anyone employed by the Diocese of Honolulu, other than clergy or faculty.
	Volunteer User volunteers (is not compensated) for various ministerial roles in the Diocese, schools, parisnes or other sites that are under the auspices of the Bishop of Honolulu
	Priest Those ordained to the priesthood.
	Deacon Those ordained as Deacons for the Diocese of Honolulu.
	Candidate for ordination This user is in their final preparation for Ordination to the Priesthood.
	Educator Teachers, Principals, Vice Principals, Administrators. This category does NOT include teacher aides or school support staff (secretaries, business managers, etc.)
	High School Student Under the age of 18, and enrolled in Catholic or Parish Religious Education.
	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 <u>YES</u> 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:

Annunciation Church (Kamuela)

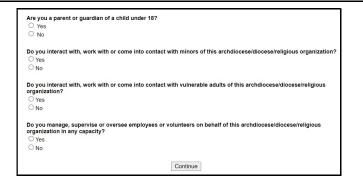
· ∨olunteer ✓

Are you associated with any other locations?

Yes No

Please answer the following four questions.

Click Continue to proceed.



Please review and respond to each of the following documents:

- Code of Conduct Agreement for Diocese of Honolulu
- > Safe Environment Policies for Diocese of Honolulu

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read and understand the Acknowledgement of Safe Environment Policies and Code of Conduct Agreement for the Diocese of Honolulu" and enter your **Full Name** and today's date.

Click on Continue.



Please answer the eight questions provided to you. If you answer correctly, please proceed to the next.

If you receive an incorrect answer, please click on Try Again.

Click Continue to proceed.



Diocese of Honolulu

Code of Conduct Quiz

Please answer ALL the questions presented

CORRECT

Diocese of Honolulu
Code of Conduct Quiz
Please answer ALL the questions presented
INCORRECT
exual advances or other unwanted or offensive visual, ver one adult toward another adult. TRY AGAIN
Try Again



If you have <u>not</u> attended a **VIRTUS** *Protecting God's Children* instructor-led session, choose **NO**.

Otherwise, choose YES.

Please note: If you register the day of the training or after, please select 'Yes' that you have already attended. Your session should appear in the dropdown box.

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

YES NO

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

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

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

Please review, and then click on I entered my FULL, LEGAL name - Begin Background Check on the screen to be directed to the Selection.com background check secure website, FASTRAX®.





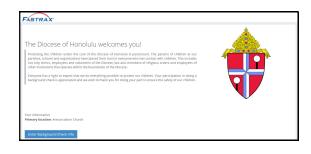
Within the secure website of FASTRAX®, please click on Enter Background Check Info to proceed.

Please complete the following steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

To contact the background check provider with any issues within FASTRAX, please contact the Selection.com helpdesk at 800-325-3609.

If you chose to complete <u>online</u> training, please **click** You have 1 module assigned within the Current Training Box and then 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 the instructor-led session or complete the online training, you will soon receive an email of approval.

If you have additional questions about the VIRTUS training or require assistance with technical issues, please contact the VIRTUS Help Desk at 1-888-847-8870 or help.new.neg. Thank you!



Thank you for completing the registration process