Before attending an instructor-led (live) session, all participants must register with VIRTUS Online.

Click on this link to access the VIRTUS Registration page:

**VIRTUS Registration**

Or:

Go to [http://www.virtusonline.org](http://www.virtusonline.org)

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on Begin the registration process.

Select the name of your organization **Paterson - Diocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.

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 user names.

Click Continue to proceed.

Provide all the information requested on the screen. Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, and Date of Birth.

(Nota: 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 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 the Diocese of Paterson and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.) Please check all roles that apply.

Click Continue to proceed.

Select the any additional roles that apply.

Click Continue to proceed.

Please review the following and respond:

➢ Code of Conduct for the Diocese of Paterson

To proceed, please Confirm by clicking on: "I have downloaded, read, and understand these guidelines" and enter your full name and today's date.

Click on Continue.

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

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 for the Diocese of Paterson.

When you find the instructor-led 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 Paterson. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click Complete Registration.)
If you are required to complete a background check, you **MUST** click on Begin Background Check to complete a background check on the Selection.com secure website.

You are now within the secure website of **FASTRAX®**. Please click on Enter Background Check Info to proceed.

**Please** complete the 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.

After you attend the training session, you will receive an email of approval.

If you have additional questions about the VIRTUS registration, please contact the helpdesk at 888-847-8870 or helpdesk@virtus.org.

To contact the background check provider, Selection.com, please contact the helpdesk at 800-325-3609.

Thank you for completing the registration process!