

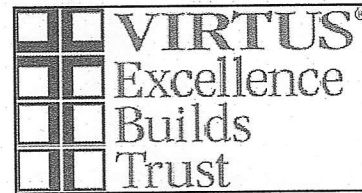
Registration Instructions Diocese of Trenton

Before completing Protecting God's Children 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=19396


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

Select the name of your organization Trenton - 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 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 '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 6 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, Last four digits 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 - v

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix: Please select if applicable - v

Email: No email

Home Address:

Home Address Cont'd:

City:

State: Select - v

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN: No SSN

Date of Birth: why? why?

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

St Luke ↑

Registration Instructions

Diocese of Trenton

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

Location: (All Saints Church (Burlington))

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

- Employee (Parish/Parochial)
Anyone employed by a parish or school within the Diocese of Trenton, other than clergy or educators. This would include all other school staff.
- Employee (Diocesan/Eparchial)
Civilian employees at the Chancery. Not including ordained clergy.
- Volunteer
User volunteers (not compensated) including religious education catechists for various ministerial roles in the Diocese, schools, parishes or other sites that are under the auspices of the Bishop of Trenton.
- Priest
Those ordained to the Priesthood.
- Deacon
Those ordained as Permanent Deacons in the Diocese of Trenton.
- Candidate for ordination
This user is accepted in the Seminarian Program or is a Candidate in 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 surmountable charges to your parish or school.

- Educator
Teachers, Principals, Administrators, Guidance Counselors, etc. in a Catholic School within the Diocese of Trenton. It does NOT include teacher aides, school support staff, etc. or Religious Education Catechists.

Please select any additional roles you perform at this location

- Catholic Charities
All staff that are employed by Catholic Charities
- Member of the Society of St. Vincent dePaul
This role should be chosen if you are a Volunteer belonging to any of the 51 conferences located within the Diocese of Trenton.
- Order Priest
- Retired Priest
- Parent

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: _____

Continue

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 Church (Burlington)

- Volunteer ✓

Are you associated with any other locations?

Yes **No**

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 of this archdiocese/diocese/religious organization?

Yes
 No

Do you interact with, work with or come into contact with 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

Continue

Registration Instructions


Diocese of Trenton

Please acknowledge the Diocese of Trenton's Code of Conduct that "I understand that as an ordained clergy, volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or youth." by clicking the box, adding your electronic signature, and today's date.

Click **Continue** to proceed.

Diocese of Trenton, NJ
Code of Conduct

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**Diocese of Trenton
Clergy/Laity
Code of Conduct**

Our children are the most important gifts God has entrusted to us. As a volunteer/employee, I promise to strictly follow the rules and guidelines of this Code of Conduct as a condition of my providing service to the children and youth of The Diocese of Trenton.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will:

- Treat everyone including vulnerable adults (those who habitually lack the use of reason) with respect, loyalty, patience, integrity, courtesy, dignity, and consideration and will conduct myself and live a lifestyle which is in conformance with Catholic teachings.
- Avoid situations, when possible, where I am alone with children and/or youth at Church activities.
- Use positive reinforcement when working with children and/or youth.
- Refuse to personally accept expensive gifts from children and/or youth or their parents.
- Refrain from giving expensive gifts to children and/or youth.
- Refrain from viewing or distributing child pornography.
- Report suspected abuse to the Child Protection Service agency and inform the pastor, administrator, or appropriate supervisor. I understand that failure to report suspected abuse to civil authorities is, according to the law, a disorderly person offense.
- Cooperate fully in any investigation of abuse of children and/or youth.

As ordained clergy or a volunteer/employee during the course of my ministry or employment, I will not:

- Smoke or use tobacco products in the presence of children and/or youth while performing assigned duties.

Problems viewing PDF? [Download](#)

I understand that as an ordained clergy, volunteer or employee working with children and/or youth, I am subject to a thorough background check including criminal history. I understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in my removal as a volunteer or employee with children and/or 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)

If you chose Volunteer as your role, you will be led to answer four questions.

Click **Continue** to proceed.

Are you a registered member of this parish?

Yes
 No

If no, please explain your affiliation

Have you ever been asked to leave a parish ministry?

Yes
 No

If yes, please explain

Have you ever been convicted, pled guilty or no contest to any criminal offense?

Yes
 No

If yes, please explain

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?

Yes
 No

If yes, please explain

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

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

Registration Instructions Diocese of Trenton

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

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 facilitator-led **VIRTUS** sessions conducted in the **Diocese of Trenton**. 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

A Plan to Protect Re-Certification Session

Where: St. Mary of the Lakes Church (Medford)
When: Thursday, October 28, 2021
10:30 AM
Estimated length of session: 2 hrs
Spaces remaining: 27 of 30
Language: This session will be conducted in English
Notes: Session will be held in the Emmaus Center located across from the church at 40 Jackson Rd Medford
Wheelchair accessible: Yes

Protecting God's Children for Adults

Where: St. Mary of the Lakes Church (Medford)
When: Thursday, October 28, 2021
6:00 PM
Estimated length of session: 2 hrs
Spaces remaining: 22 of 30
Language: This session will be conducted in English
Notes: Session will be held at the Emmaus Center located at 40 Jackson Rd Medford across from church
Wheelchair accessible: Yes

To complete your Fingerprint Check, please click on the screen "Click here to begin your fingerprint check" to be led to **IdentiGO®**. Please note on the screen a required code that will need to be entered once entering **IdentiGO's** site.

If you have additional questions about **VIRTUS Online** training, please contact the **VIRTUS Help Desk** at 1-888-847-8870.

Thank you for registering with **VIRTUS Online**!

You must complete a Fingerprint Check

[Click here for instructions](#)

Write this number down.
You will need it on page 2 of the fingerprint check form.

Contributor Case Number: **TRE12**

*** [Click here to begin your fingerprint check](#) ***

The Fingerprint check form will open in a new tab.
Once you are finished with the fingerprint check, close the tab only. **DO NOT CLOSE THE BROWSER!**
There will be additional steps on this page after you complete the fingerprint check.

Contributor Case number

TRE106