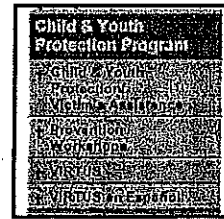


Before completing Protecting God's Children training online, all participants **must** first register with VIRTUS Online.

Go to the Archdiocesan website <http://www.archdiocesesantafe.org/> and click on the VIRTUS link to access the VIRTUS Registration page.



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 user names.

Click Continue to proceed.

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.

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 VIRTUS 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 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, etc.

Click Continue to proceed.

Please answer the question "Are you employed or volunteer in any parish or school ministry within the Archdiocese of Santa Fe?"

All registrants must please read the Archdiocese of Santa Fe Code of Conduct.


Download the Code of Conduct by clicking the PDF icon. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

To proceed, please provide your electronic signature and today's date.

Click Continue to proceed.

Archdiocese of Santa Fe

Code of Conduct



Code of Conduct

I've downloaded, read and understand the Archdiocese of Santa Fe's Code of Conduct.

Please provide an electronic signature to confirm you have read the above documents and completed the Safe Environment (Program Church Personnel) Agreement form:

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

Please click on yes or no as to whether you have already attended a VIRTUS Protecting God's Children Session?
For online the users click No

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

Click inside the circle to select on-line training

Select
Protecting God's children for Adults (online Training)
Or
Protecting God's children for Adults (online Training in Spanish)

Thank you for completing the registration process.

From the VIRTUS thank you screen, you will automatically be directed to the VIRTUS Online training, the Protecting God's Children Online Awareness Session training course.

If you are required to submit a background check, you will receive an email from newaccounts@peoplefacts.com requesting that you complete a background check through PeopleFacts secure website. Please click on the link embedded in the email and provide the necessary information for a successful background check submission.

Thank you for completing the registration process.

Your PeopleFacts background check has been submitted

You'll shortly receive an email with instructions on how to complete your background check. Please follow the instructions in this email.

Please note that your background check IS NOT yet complete.

A note regarding emails:


Aggressiveness of the measures to combat it. Consequently, many of our emails are blocked by SPAM filters. If you are on a restricted network, you may also want to contact your network administrator to make sure that your network allows the number one reason for our emails not to be received.

You will be forwarded to VIRTUS Online automatically.
Click the "Go to VIRTUS Online" button below if you wish to proceed now.

Click on the **green circle** to begin the Online Training Course.

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.

Online Training Courses

 Protecting God's Children® Online Awareness Session: 3.0

Assigned: 08/01/2018
DOB: 06/15/2016

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. If you have questions regarding your background check submission, please contact 1-800-772-0130. Thank you!

