

Diocese of Charlotte Registration Instructions

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

www.virtusonline.org

To register, click on the following link:

www.virtusonline.org

Click on "FIRST TIME REGISTRANT"

Select your organization- use the drop down menu to select "Charlotte, NC (Diocese)" and 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, Date of Birth, and any previous names used.

(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 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).

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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**.

This is the list of locations with which you are associated:

Pastoral Center (Charlotte)

Do you work or volunteer in another location?

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

Please check **all** roles that apply.

Volunteer- this is the most common selection, use this if you are volunteering at a parish or school.

Employee- select if you are an employee of the Diocese of Charlotte or one of the parishes or Catholic schools located in the Diocese.

Priest- only for those who have been ordained as a priest.

Deacon-only for those who are ordained as a deacon

Candidate for ordination-only for those currently preparing to be ordained as a priest

Candidate for permanent Diaconate-only for those currently preparing to be ordained as a Deacon

Click **Continue** to proceed.

A screenshot of the VIRTUS Online registration interface. At the top, it says 'A PROGRAM OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.' followed by the 'VIRTUS Online' logo. Below the logo is a blue box with white text: '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.' Below this is a section titled 'Please select the primary location where you work or volunteer.' with a dropdown menu currently set to 'Pastoral Center (Charlotte)'. Underneath, there are several checkboxes for roles: 'Employee' (Works for the Diocese or a parish or Catholic school in the Diocese), 'Volunteer' (volunteers at a parish, school or other Diocesan location), 'Priest' (Ordained as a priest), 'Deacon' (Ordained as a Deacon), and 'Candidate for ordination' (Preparing to become a priest or deacon).

Please answer the following three questions.

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

Are you employed or applying for a paid position within one of our locations?

Are you a priest, deacon or candidate for ordination?

Click **Continue** to proceed.

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

Yes
 No

Are you employed or applying for a paid position within one of our locations?

Yes
 No

Are you a priest, deacon or candidate for ordination?

Yes
 No


Please review the following and respond:

➤ **Code of Conduct for the Diocese of Charlotte**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand the Code of Conduct for the Diocese of Charlotte" and enter your full name and today's date.

Click on **Continue**.

Diocese of Charlotte, NC
Code of Conduct


Code of Conduct

I have downloaded, read, and understand the Code of Conduct for the Diocese of Charlotte.

Please provide an electronic signature to confirm you have read the above documents and completed the Diocese of Charlotte Code of Conduct:

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

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

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Review the following and respond:

➤ **Policy of the Diocese of Charlotte Concerning Ministry-Related Sexual Misconduct**

To proceed, please **Confirm** by clicking on: "I have downloaded, read, and understand the Policy of the Diocese of Charlotte Concerning Ministry-Related Sexual Misconduct" 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**.

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

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



If you have attended a **VIRTUS Protecting God's Children** session choose **YES**.

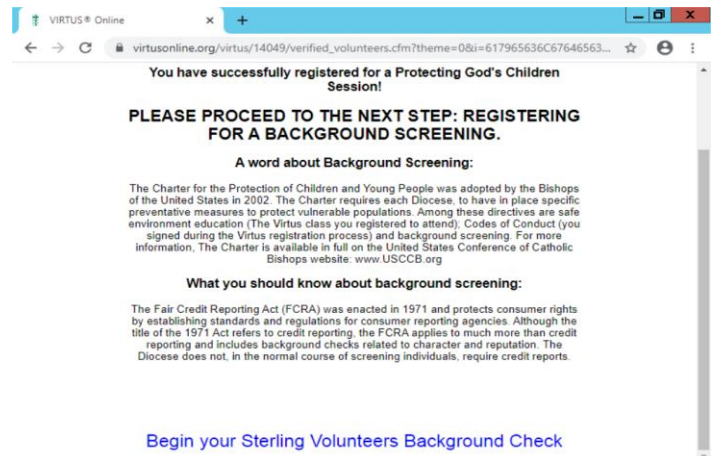
You will be presented with a list of all instructor-led **VIRTUS** sessions conducted in the **Diocese of Charlotte**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.

If your ministry does not require you to complete training, do not make a selection and click "continue". If you need to add a training session at a later time, one can be added to your account.



All volunteers are required to submit a background check, so please click on Submit Background Check to complete a background check on a secure website.

Create a user ID and password with Sterling Volunteers and complete your background check.



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If you registered for an online training session, login to Virtus at any time to begin your training. If you registered for a live training session, attend your training session at the date and time you chose. You will receive an email from Virtus once your account is activated.

Thank you for completing the registration process!

