

Registration Instructions

Human Resources – Diocese of Paterson

Anti-Harassment Online Training

Before completing the **Anti-Harassment** training online, 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=37577



Or, please register by going to www.virtus.org and click on 'First Time Registrant'. Then click on 'Begin the registration process' and select the "Diocese of Paterson - Human Resources Anti Harassment Training" from the drop down of locations.

Please note: This is the Anti-Harassment Training Only. If you also need to attend a Protecting God's Children awareness session, please create a separate account under the Diocese of Paterson – Child Protection by registering at www.virtus.org and click on 'First Time Registrant'.

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.



This is Anti-Harassment Training Only. If you also need to attend a Protecting God's Children awareness session, please create a separate account under Diocese of Paterson (not Diocese of Paterson - Human Resources).

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 Jimmie and Nancy 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 8 characters long.
Your password must be at least 8 characters long.
[View our help page for more information.](#)

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, 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 VIRTUS Coordinator to communicate with you. If you cannot obtain an email address, enter: noaddress@virtus.org.



Please provide the information requested below

DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

Salutation:

First Name:

Full Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

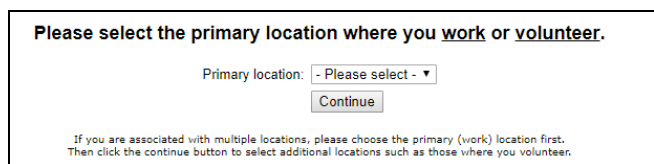
Ext:

Evening Phone:

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).



Please select the primary location where you work or volunteer.

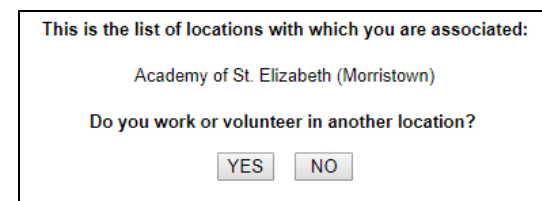
Primary location:

If you are associated with multiple locations, please choose the primary (work) location first. Then click the continue button to select additional locations such as those where you volunteer.

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:

Academy of St. Elizabeth (Morristown)

Do you work or volunteer in another location?

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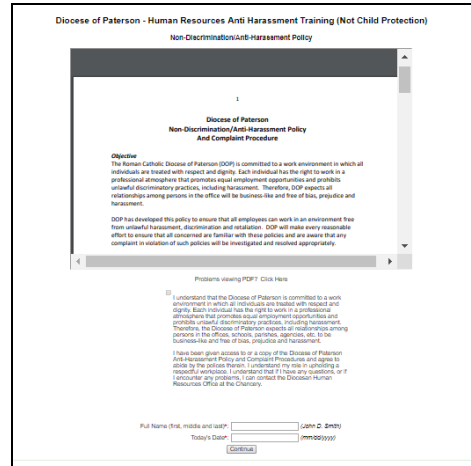
Human Resources – Diocese of Paterson

Anti-Harassment Online Training

Please review the following policy, Diocese of Paterson Non-Discrimination/Anti-Harassment Policy by scrolling through the document.

Please check the box, review the notice, and enter your full name and today's date acknowledging the statement presented.

Click **Continue** to proceed.



Click 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.

Online Training Courses

To begin your online training, please click the title of your assigned training:

- Anti-Harassment Online Training Module 2.0_Paterson**
Assigned: 04/01/2019
Due: 04/15/2019

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

