

# 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](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37577)

Or, please register by going to [www.virtus.org](http://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](http://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.



**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](http://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](mailto: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).*

**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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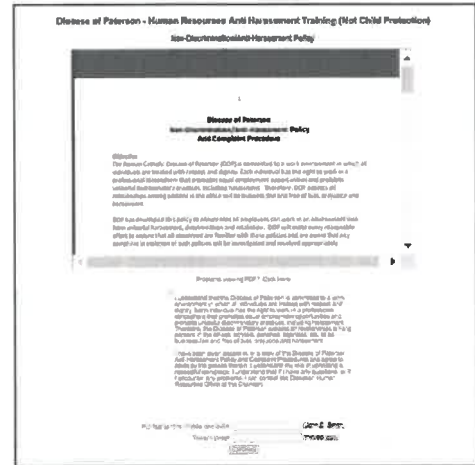
## Human Resources – Diocese of Paterson

### 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!

