

Diocese of Pittsburgh Registration Instructions for Central Administration Employee

Please click on this link to access the VIRTUS Registration page:

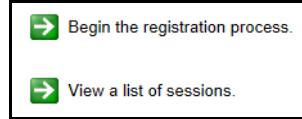
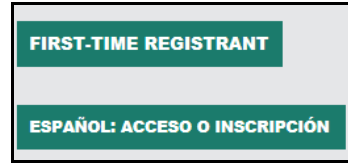
https://www.virtusonline.org/virtus/15497/reg_pwd.cfm?theme=0

Or:

Go to www.virtus.org

On the left side of the screen, click on **First-Time Registrant** to begin registration. To proceed, click on **Begin the registration process**.

Select the name of your organization **Pittsburgh - Diocese** (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select.



Please select your Archdiocese/Diocese/Religious Organization from the list below:
- Select your organization -----> [Select]

Please enter the access code provided by your Diocese, Parish, or School.

To register as a new user with VIRTUS, you need an access code to proceed. If you do not have the code, contact your parish or school [Safe Environment Site Administrator/Coordinator](#) to obtain.

Click **Continue** to proceed.

Please enter the access code provided.
Click **Continue to Proceed**.
[Continue]
To register as a new user with VIRTUS, you need an access code to proceed.
If you do not have the access code, contact your parish or school Safe Environment Site Administrator/Coordinator to obtain.

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 usernames.

Click **Continue** to proceed.

CATHOLIC DIOCESE OF PITTSBURGH
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 'jsmith' and 'mjoness' 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: []
[Continue]
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 8 characters long.
[Important note about selecting passwords](#)

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 Gender.

(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.

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 -> [] *
First Name: [] *
Full Middle Name: [] *
Last Name: [] *
Nickname: [] *
Suffix - Please select if applicable -> [] *
Email: [] * [No email] *
Home Address: [] *
Home Address ConfId: [] *
City: [] *
State: -- Select -- [] *
ZIP: [] *
Daytime Phone: [] *
Ext: [] *
Evening Phone: [] *
Date of Birth: [] * [why?]
Gender: -- Select -- [] *
[Continue]

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Select the PRIMARY location **Central Administration** 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:

Select **Central Administration Employee** as your Primary Role.

Please check all roles that apply.

Click **Continue** to proceed.

Please select the primary location where you work or volunteer.

Location:

Please check all that apply. You must select at least one role.

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

Candidate for ordination
Seminarist or Deacon Candidate

Central Administration Employee

Deacon

Educator
Catholic School Teacher

Parish Employee

Parish Volunteer

Preschool/Child Care Services Employee

Priest

School Employee

School Volunteer

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:

Your selected location(s) and role(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:

Central Administration (Pittsburgh)

• Central Administration Employee ✓

Are you associated with any other locations?

Please review the following **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania** and respond:

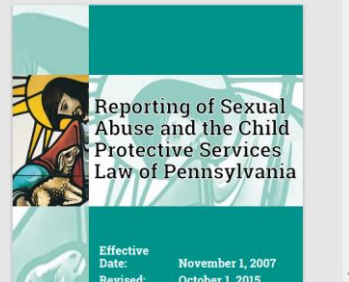
➤ **Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

Diocese of Pittsburgh, PA

Reporting of Child Abuse and the Child Protective Services Law of Pennsylvania



I hereby represent that I have downloaded, read, and understand this document and agree to abide by it.

Please provide an electronic acknowledgement to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smiley)
Today's Date:

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Please review the following **Code of Pastoral Conduct**, and respond:

➤ **Code of Pastoral Conduct**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document and agree to abide by it." and enter your full name and today's date.

Click on **Continue**.

Please review the following **Declaration** and respond:

➤ **Declarations**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read, and understand this document." and enter your full name and today's date.

Click on **Continue**.

Please answer the following questions.

Click on **Continue**.

Have you ever for any reason been suspended, dismissed or asked to resign a paid or volunteer position?

Yes
 No

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

Yes
 No

If you have not previously attended a Protecting God's Children Session within the Diocese of Pittsburgh, please select **No**.

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

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

Click on **Continue**.

(If you chose **YES** during the previous step, you will be presented with a list of all instructor led **VIRTUS** sessions conducted in the **Diocese of Pittsburgh**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Continue**.)

Please select the session you wish to attend

Protecting God's Children for Adults (Online Training)

Protecting God's Children for Adults (Online Training in Spanish)

Here you will see the action items you need to complete.

To complete your online training, click on the link that says, "You have 1 online module assigned."

Or, if you prefer to complete your training in a live class (when available), select "Register for an upcoming session."

<p style="text-align: center;">Current Training</p> <p style="text-align: center;"></p> <p style="text-align: center; color: blue;">You have 1 online module assigned Register for an upcoming session</p>	<p style="text-align: center;">Background Checks</p> <p style="text-align: center;"></p> <p style="text-align: center; color: red;">Missing Child Abuse History Clearance Missing FBI Clearance</p>	<p style="text-align: center;">Required Documents</p> <p style="text-align: center;"></p> <p style="text-align: center;">Your documents are current</p>
<p style="text-align: center;">Contacts</p> <p style="text-align: center;"></p> <p style="text-align: center;">Your primary contact</p> <p style="text-align: center; font-size: small;">Phyllis Haney phaney@diopitt.org (412) 456-3093</p>	<p style="text-align: center;">My Info</p> <p style="text-align: center;"></p> <p style="text-align: center;">Your primary location Central Administration (Pittsburgh)</p> <p style="text-align: center;">Your primary role Central Administration Employee</p>	

If you chose an online training, please 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.

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

Online Training Courses

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

✔ **Protecting God's Children® Online Awareness Session 3.0**

Assigned: 01/08/2021
Due: 01/22/2021

Other Languages Available (You may change versions)

Protecting God's Children® Online Awareness Session 3.0 (Spanish)

Within the red boxes, please click on each link to complete the required compliance items presented.

Please contact Colleen Murin at cmurin@diopitt.org to complete the **Child Abuse History Clearance**.

Please contact Colleen Murin at cmurin@diopitt.org to complete the **FBI Clearance**.

If you have any questions regarding the Background Checks or Required Documents, please contact your Site Administrator within the **Contacts** box. Thank you!

<p style="text-align: center;">Current Training</p> <p style="text-align: center;"></p> <p style="text-align: center; color: blue;">You have 1 online module assigned Register for an upcoming session</p>	<p style="text-align: center;">Background Checks</p> <p style="text-align: center;"></p> <p style="text-align: center; color: red;">Missing Child Abuse History Clearance Missing FBI Clearance</p>	<p style="text-align: center;">Required Documents</p> <p style="text-align: center;"></p> <p style="text-align: center;">Your documents are current</p>
<p style="text-align: center;">Contacts</p> <p style="text-align: center;"></p> <p style="text-align: center;">Your primary contact</p> <p style="text-align: center; font-size: small;">Phyllis Haney phaney@diopitt.org (412) 456-3093</p>	<p style="text-align: center;">My Info</p> <p style="text-align: center;"></p> <p style="text-align: center;">Your primary location Central Administration (Pittsburgh)</p> <p style="text-align: center;">Your primary role Central Administration Employee</p>	