

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

To register, click on the following link:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=21836](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=21836)

Click to begin the process.



**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, 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](mailto:mail.yahoo.com), or any other free service. This is necessary for your Safe Environment Liaison 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).*

**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 the Diocese of Honolulu and/or parish/school/diocesan organization. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

Click **Continue** to proceed.

**Please** answer the following three questions.  
 Click **Continue** to proceed.

Are you a parent or guardian of a child under 18?  
 Yes  
 No

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?  
 Yes  
 No

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?  
 Yes  
 No

[Continue](#)

**Please** review the following and respond to each of the following documents.

- **Code of Conduct Agreement for Diocese of Honolulu**
- **Safe Environment Policies for Diocese of Honolulu**

To proceed, please **Confirm** by clicking on: "I hereby represent that I have downloaded, read and understand the Acknowledgement of Safe Environment Policies and Code of Conduct Agreement for the Diocese of Honolulu" and enter your full name and today's date.

Click on **Continue**.

**Diocese of Honolulu**

Code of Conduct Agreement for Diocese of Honolulu      Safe Environment Policies for Diocese of Honolulu

  
Code of Conduct Agreement for Diocese of Honolulu

  
Safe Environment Policies for Diocese of Honolulu

I hereby represent that I have downloaded, read, and understand the Acknowledgement of Safe Environment Policies and Code of Conduct Agreement for Diocese of Honolulu.

Please provide an electronic signature to confirm you have read the above documents:

Full Name (first, middle and last): \_\_\_\_\_ Last 4 Digits: \_\_\_\_\_  
 Today's Date: \_\_\_\_\_ (mm/dd/yyyy)

[Continue](#)

**Please** answer the eight questions provided to you. If you answer correctly, please proceed to the next.

If you receive an incorrect answer, please click on **Try Again**.

Click **Continue** to proceed.

**Diocese of Honolulu**

**Code of Conduct Quiz**

Please answer ALL the questions presented

For adults who must meet the Safe Environment background screening and training requirements, how often must they do so?

SELECT AN ANSWER:

Annually  
 Once  
 Every 3 years  
 None

[Continue](#)

**Diocese of Honolulu**

**Code of Conduct Quiz**

Please answer ALL the questions presented

**CORRECT**

**Diocese of Honolulu**

**Code of Conduct Quiz**

Please answer ALL the questions presented

**INCORRECT**

sexual advances or other unwanted or offensive visual, verbal or physical contact toward another adult. **TRY AGAIN**

[Try Again](#)

If you have **not** attended a **VIRTUS Protecting God's Children** instructor-led session, choose **NO**.

Otherwise, choose **YES**.

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

YES     NO

# Registration Instructions Diocese of Honolulu

If you chose **NO** during the previous step, you will be presented with a list of any upcoming **VIRTUS Protecting God's Children instructor-led** sessions scheduled or online training for the **Diocese of Honolulu**.

If there are any upcoming instructor-led trainings scheduled, click the circle when you find the session you wish to attend, and then click **Complete Registration**.

(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 Honolulu**. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

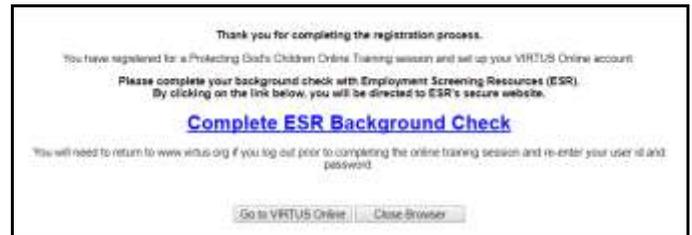


Please select the session you wish to attend

- Protecting God's Children for Adults
  - Where: St. Stephen Diocesan Center
  - When: Tuesday, December 12, 2017 7:00 PM
  - Estimated length of session: 3 hrs
  - Spaces remaining: 50 of 50
  - Language: This session will be conducted in English
  - Notes: This session will be held in the conference room.
- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)

[Complete Registration](#)

If you are led to this background check screen, **click on Complete ESR Background Check** to be directed to the Employment Screening Resources, Inc. (ESR) background check secure website.



Thank you for completing the registration process.

You have registered for a Protecting God's Children Online Training session and set up your VIRTUS Online account.

Please complete your background check with Employment Screening Resources (ESR). By clicking on the link below, you will be directed to ESR's secure website.

[Complete ESR Background Check](#)

You will need to return to www.virtus.org if you log out prior to completing the online training session and re-enter your user id and password.

[Go to VIRTUS Online](#) [Close Browser](#)

**Please** complete the steps within the background check process; to do so, you will need your Social Security Number or International ID number and your current and prior full residential addresses for the past seven years where you lived, worked, or studied.

Once you close the ESRCheck screen, you will be taken automatically to the online training course.



ESRCheck Applicant Portal

English Español

Welcome to the ESRCheck Applicant Portal.

If you chose to complete 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.



**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: 06/28/2017
  - Due: 10/12/2017

After you attend the instructor-led session or complete the online training, you will soon receive an email of approval.

**Thank you for completing the registration process!**

