

All adult employees, volunteers, and independent contractors whose duties include contact with minors as well as all clergy and candidates for ordination **must complete the Diocese of Honolulu's Safe Environment requirements every 5 years.**

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

Please on the link below to access the VIRTUS Registration page:
https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=21836

Or, please register by going to www.virtus.org and click on 'First Time Registrant'.



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.

If you already have a VIRTUS Account, please contact the Helpdesk at helpdesk@virtus.org or 888-847-8870 to recover your login information. Thank you!

If you are registering for Sacred Hearts Academy, please click here.

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 'smith' and 'jones' 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 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, 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 Safe Environment Liaison 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 Cont'd:

City:

State: --Select--

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).

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

Please check **all** roles that apply.

Enter a **brief** (2-4 words) description of your Title or Position of Service in the box provided.

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

Employee
 Anyone employed by the Diocese of Honolulu, other than clergy or faculty.

Volunteer
 User volunteers (is not compensated) for various ministerial roles in the Diocese, schools, parishes or other sites that are under the auspices of the Bishop of Honolulu

Priest
 Those ordained to the priesthood.

Deacon
 Those ordained as Deacons for the Diocese of Honolulu.

Candidate for ordination
 This user is in their final preparation for Ordination to the Priesthood.

Educator
 Teachers, Principals, Vice Principals, Administrators. This category does NOT include teacher aides or school support staff (secretaries, business managers, etc.)

High School Student
 Under the age of 18, and enrolled in Catholic or Parish Religious Education.

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) 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:

Annunciation Church (Kamuela)
 • Volunteer ✓

Are you associated with any other locations?

Please answer the following four 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 of this archdiocese/diocese/religious organization?
 Yes
 No

Do you interact with, work with or come into contact with 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

Please review 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): (John D. Smith)
 Today's Date: (mm/dd/yyyy)

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 5 years

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 with one adult toward another adult. 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

Please note: If you register the day of the training or after, please select 'Yes' that you have already attended. Your session should appear in the dropdown box.

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

When you find the instructor-led session training you wish to attend, click the circle -- 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](#)

Please review, and then click on I entered my FULL, LEGAL name - Begin Background Check on the screen to be directed to the Selection.com background check secure website, **FASTRAX**®.

Thank you for registering with VIRTUS Online.

Your registration is not complete

You must complete a background check

As part of our efforts to create and maintain a safe environment for the children and adolescents in our diocese, we require certain background checks to be done on our background checks.

It is important to submit your full legal name to our secure background check

This is the information you entered

First: registration

Middle: Last: lastbackground

Do you need to update this information to match your FULL, LEGAL name?

[I need to enter my FULL, LEGAL name](#)

If you entered your full, legal name and are ready to continue, click the button below

By clicking this button, you will be directed to our secure website called "FASTRAX"

[Begin Background Check](#)

You will be notified via email when your VIRTUS Online account is activated.

Within the secure website of FASTRAX®, please click on **Enter Background Check Info** to proceed.

Please complete the following steps within the background check process, which includes reviewing the inquiry release, entering applicant information, a final review, and the submission of the background check.

To contact the background check provider with any issues within FASTRAX, please contact the Selection.com helpdesk at 800-325-3609.

The Diocese of Honolulu welcomes you!

Protecting the children under the care of the Diocese of Honolulu is paramount. The parents of children at our parishes, schools and organizations have placed their trust in everyone who has contact with children. This includes not only clergy, employees and volunteers of the Diocese, but also members of religious orders and employees of other institutions that operate within the boundaries of the Diocese.

Everyone has a right to expect that we do everything possible to protect our children. Your participation in doing a background check is appreciated and we wish to thank you for doing your part to ensure the safety of our children.

Your information
 Primary location: Annunciation Church

[Enter Background Check Info](#)

If you chose to complete **online** training, please **click** You have 1 module assigned within the Current Training Box and then 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.

Current Training



[You have 1 online module assigned](#)

[Register for an upcoming session](#)

Online Training Modules

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

[Protecting God's Children® Online Awareness Session 4.0](#)

Assigned: 11/10/2021

Due: 11/24/2021

Other Languages Available (You may change versions)
 Otros idiomas disponibles (puede cambiar versiones)

Change to: Protecting God's Children® Online Awareness Session 4.0 (Spanish)

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

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

Thank you for completing the registration process

