

**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](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=21836)

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

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 'mjones' 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 4 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**

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State/Province:

ZIP/POSTAL CODE:

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 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

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:

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**.

**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.**

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

YES  NO

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)

**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 volunteers of our Diocese, we have chosen Selection.com® to do all our background checks.

It is important to submit your full legal name to run a proper background check

This is the information you entered

First: registration

Middle:

Last: hachonululu

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

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

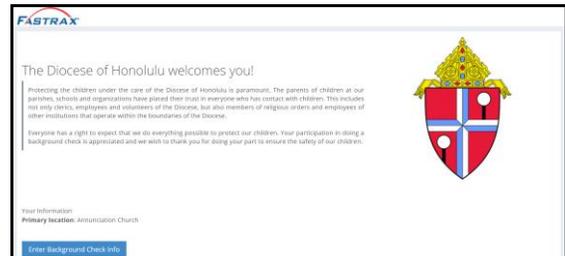
By clicking this button, you will be directed to their secure website called Fastrax™.

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

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.



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: 09/28/2017  
 Due: 10/12/2017

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

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](mailto:helpdesk@virtus.org). **Thank you!**



**Thank you for completing the registration process**