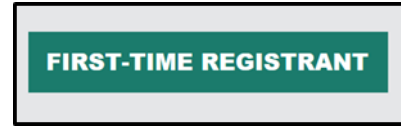


Registration Instructions Archdiocese of Galveston-Houston

Before attending a **Protecting God's Children** training session, please register with **VIRTUS Online**.



Please go to www.virtus.org to access the VIRTUS Registration page and then click on 'First-Time Registrant'. From the dropdown list of locations, please select 'Galveston-Houston'.

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.

THE ARCHDIOCESE OF GALVESTON-HOUSTON

If you would like to register for a "Protecting God's Children" workshop, please continue.

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 "jennif" 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, such as: First, Middle & Last Name, Email address, Home Address, City, State, Zip, Phone Number, and Date of Birth. Please enter your name as it appears on your driver's license or passport.

(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 VIRTUS 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

Enter your name as it appears on your driver's license or passport

Salutation:

First Name:

Middle Name:

Last Name:

Email:

Home Address:

Home Address Cont'd:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Date of Birth:

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 archdiocesan locations, you will be prompted to select those additional locations in future screen(s).

Please select the primary location where you work, volunteer or worship.

Do not select the location of your training session
(unless it falls into one of the categories above)

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 or worship.

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:

All Saints Church (Houston)

Do you work or volunteer in another location?

Select the role(s) that you serve within your parish. Please check **all** roles that apply. Additionally, **enter** your title in the box provided that best describes your role within the Archdiocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, etc.

Click **Continue** to proceed.

Please select the roles that you play within your diocese

Please check all that apply.

Candidate for ordination

Deacon

Deacon (Special Permission Deacon only)

Educator

Employee (Diocesan/Parchial)

Employee (Parish/Parchial)

Parent

Priest

Volunteer

If you have a title within your diocese, please enter it below. If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

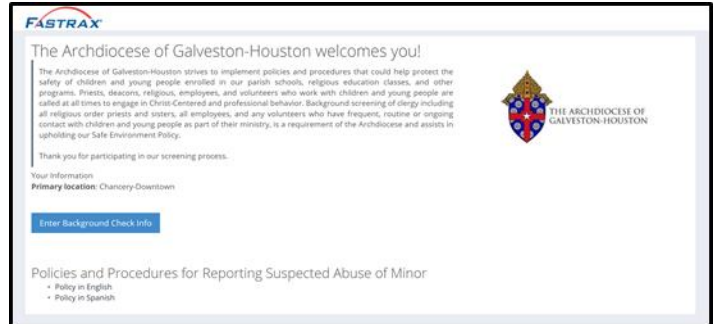
Registration Instructions Archdiocese of Galveston-Houston

Please click the button “Go To Fastrax” to sign your Selection.com Fastrax background check release form. You will be directed to a secure website to sign the form, and then you will be returned to your registration process.



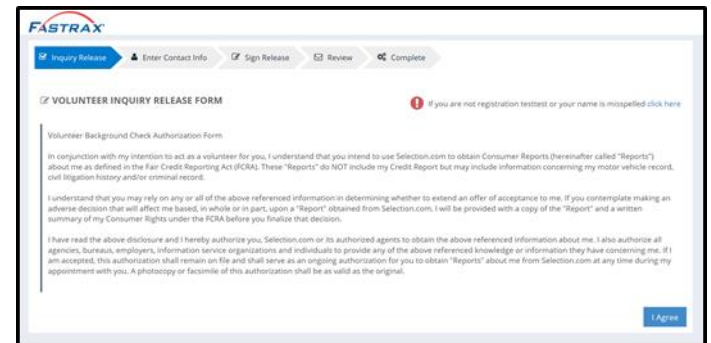
Click on **Go to Fastrax** to proceed.

Please review and then select to enter background check information with Fastrax.



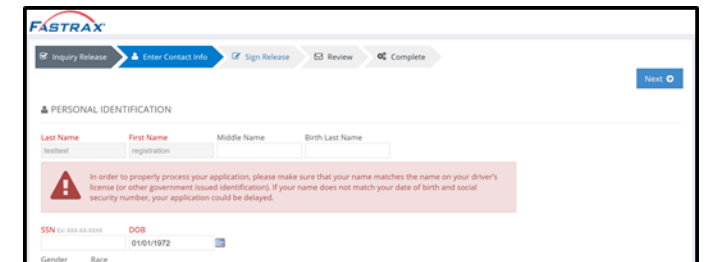
Click on **Enter Background Check Info** to proceed.

Please review the Employee or Volunteer Release Form. You also have an opportunity to review your name and update by clicking on [click here](#).



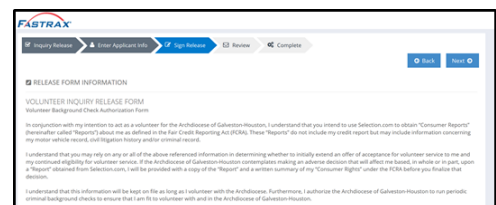
Click on **I Agree** to proceed.

Please review your personal information and add the requested fields to include your SSN and DOB.



Click **Next** to proceed.

Please review your background check authorization form and agree to the information provided, and you will then have access to contact information as needed.



Click **Next** to proceed.



Select any **additional** role(s) that you serve within your parish or school.
 Please check **all** roles that apply.

Click **Continue** to proceed.

Please select any **additional** roles that you play within your diocese

Please check all that apply.

<input type="checkbox"/> Boy Scouts	<input type="checkbox"/> Outside Contractor <small>Someone who works in the Archdiocese of Galveston-Houston, but is employed by another agency or company. For example: Contractor, American Red Cross, Catholic Charities, Salvation Army, etc. The individual would be performing a service or providing a product.</small>
<input type="checkbox"/> CCE	<input type="checkbox"/> Parish member - not volunteering/working with children in the parish or school
<input type="checkbox"/> Children's Choir	<input type="checkbox"/> Potential Employee <small>Anyone who has applied for a job within the Archdiocese of Galveston-Houston, but has not yet been hired.</small>
<input type="checkbox"/> Employee (Catholic School) <small>Anyone who is employed by a Catholic School of the Archdiocese of Galveston-Houston. For example: Administrative staff, Teachers, Principals, Cafeteria staff, etc.</small>	<input type="checkbox"/> Private Tutor <small>Someone who is self-employed, employed by the parent of a student or employed by an agency/company. Example: Speech therapist, Counselor, private tutor, etc.</small>
<input type="checkbox"/> Employee (Private Catholic School) <small>Anyone who is employed by one of the Private Catholic Schools in the Archdiocese of Galveston-Houston. The following are Catholic in origin, unaffiliated with the Archdiocese: St. Ignace Academy, Cristo Rey, Sacred Heart, etc.</small>	<input type="checkbox"/> Religious Brother
<input type="checkbox"/> Extended Day & Daycare Staff <small>Caregiver for children in before and after school programs.</small>	<input type="checkbox"/> Religious Sister or Nun
<input type="checkbox"/> Girl Scouts	<input type="checkbox"/> Seminarian
<input type="checkbox"/> Institutional Activities <small>This is for those roles that have been notified as acceptable by the Bishop.</small>	<input type="checkbox"/> Society of St. Vincent de Paul <small>Employee and volunteers of the Society of St. Vincent de Paul organization (not an employee or volunteer of St. Vincent de Paul Church)</small>
<input type="checkbox"/> Knights of Columbus	<input type="checkbox"/> Student - High School or College <small>College student or high school student who is using VIRTUS to assist in parish/school programs for internship.</small>
<input type="checkbox"/> Nursery	<input type="checkbox"/> Youth Ministry

[Continue](#)


All registrants must please read the **Archdiocese of Galveston-Houston Code of Conduct**.

Download the **Code of Conduct** by clicking the **PDF** icon. Once the download and reading is complete, close the screen and return to the VIRTUS registration screen.

Click **"I have downloaded, read, and understand the policies and procedures relating to the Code of Conduct"** to proceed.

Archdiocese of Galveston-Houston

Code of Conduct



Download the Code of Conduct

[I have downloaded, read, and understand the policies and procedures relating to the Code of Conduct](#)

Please click on yes or no as to the questions:

Are you a parent or guardian of a child under 18?

Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization?

Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity?

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](#)

Click inside the circle to select **Live (Instructor-led) Training** you wish to attend.

Click **Continue** to proceed.

Protecting God's Children for Adults

Where: St. Mary Magdalene Church (Houston)
 627 South Houston Avenue Houston, TX 77230

When: Monday, January 9, 2017
 6:00 PM

Estimated length of 3 hrs
 00:00:00

Spaces remaining: 9 of 50

Language: This session will be conducted in English

Notes: **NOTE:** Digital screen location. You must arrive at least 30 minutes early and pre-register for this workshop online. We do not allow late admissions or walk-ins. You will need to re-schedule if you arrive late or do not pre-register online for this workshop.

Location of workshop:
 There is no babysitting. No minor child, toddler or infant is permitted in the workshop. There is no exception to this. Do not bring children or youth to the class.

Wheelchair accessible: Yes

Protegiendo a los Niños de Dios

Where: St. Philip of Jesus Church (Houston)
 627 South Houston Avenue Houston, TX 77230

When: Wednesday, January 11, 2017
 6:30 PM

Estimated length of 3 hrs
 00:00:00

Spaces remaining: 46 of 50

Language: This session will be conducted in Spanish

Notes: **Nota:** United online lugar al menos 30 minutos antes y registrarse en línea para asistir a este taller. No se permite el ingreso tardío o sin cita. Si llega tarde, tendrá que volver a registrarse.

Ubicación del taller: Salón Parroquial.

No hay servicio de cuidado de niños. No se permiten niños asistir a este taller. No hay ninguna excepción a esto. No traigan niños ni adolescentes a la clase.

Wheelchair accessible: Yes

Thank you for completing the registration process. You will receive an email confirming your registration for the session you selected. After you attend the session, your account will be reviewed and then you will be notified via email when your account is activated.

If you have any questions regarding the registration process, please contact the VIRTUS Help Desk at 1-888-847-8870. If you have questions regarding your background check submission, please contact Selectin.com at 1-800-325-3609. **Thank you!**

Thank you for registering with VIRTUS Online.

Thank you for registering for a Protecting God's Children session and with VIRTUS Online. You will receive an email confirming your registration for the session you selected.

After you attend your session, your account request will be reviewed by your Coordinator.

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