

Diocese of Scranton Registration Instructions

Please register with **VIRTUS Online**.

Click on this link to access the VIRTUS Registration page:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=16233

Or:

Go to <http://www.virtusonline.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 **Scranton, PA** - 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 ----->

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!

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 Jenni and Joes 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, 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, 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](mailto:noadress@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.

Salutation:
 First Name: *
 Full Middle Name:
 Last Name: *
 Nickname:
 Suffix:
 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 diocesan locations, you will be prompted to select those additional locations in future screen(s).

Please select **THE PRIMARY** location where you (will/do) work or volunteer.

Location:

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Your selected location(s) are displayed on the screen.
Please select the roles you perform at this location and enter a brief description of your title or position.

Select **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 (Parish/Parochial)
- Employee (Diocesan/Eparchial)
- Volunteer
- Priest
- Deacon
- Candidate for ordination
- Educator
Please select this role if you are a teacher at one of our Catholic Schools.

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:

Select **Yes** if you are associated with any other locations.

Select **No** for no other locations.

You have chosen following locations and roles:

All Saints Parish (Plymouth)
• Volunteer ✓

Are you associated with any other locations?

Please answer the four questions.

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

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

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

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Please review the Code of Pastoral Conduct

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

Click on **Continue**.

Answer this question:

Have you lived in Pennsylvania for at least 10 consecutive years?

Have you lived in Pennsylvania for at least 10 consecutive years?

Yes
 No

[Continue](#)

If displayed, download the additional document, check the box, and click "Continue" at the bottom.

Diocese of Scranton, PA

Volunteer Affidavit

[Volunteer Affidavit](#)

I will download this document, fill it out and return it to my local safe environment coordinator.

[Continue](#)

Answer the question:

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

Then, select whether you wish to complete the training in English or Spanish.

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

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)

[Continue](#)

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Complete each outstanding item in the boxes.

This *may* include:

- Training
- Background Checks
- Required Documents

<p>Current Training</p>  <p>You have 1 online module assigned Register for an upcoming session</p>	<p>Background Checks</p>  <p>Needed: Child Abuse History Clearance</p>	<p>Required Documents</p>  <p>Needed: Mandated Reporter Training</p>
<p>Contacts</p>  <p>Your primary contact Erin McGrady, LPC emcgrady@dioceseofscranton.org 570-207-1453</p>	<p>My Info</p>  <p>Your primary location All Saints Parish (Plymouth)</p> <p>Your primary role Volunteer</p>	<p>Reporting Abuse</p>  <p>Click here for reporting options</p>

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870.

Thank you for completing the registration process!

