

Registration Instructions Archdiocese of Miami

Before completing **Protecting God's Children Online Awareness Session 4.0 Miami** training online, all participants **must** first register within VIRTUS Online.

Please register by going to <https://www.virtus.org> and click on 'First Time Registrant' or click on the following link:

https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=15907

FIRST-TIME REGISTRANT

ESPAÑOL: ACCESO O INSCRIPCIÓN

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 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 'jsmith' 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 8 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, Last for of SSN 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 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

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:

First Name:

Full Middle Name:

Last Name:

Nickname:

Suffix:

Email: No email

Home Address:

Home Address ConfID:

City:

State:

ZIP:

Daytime Phone:

Ext:

Evening Phone:

Last 4 digits of SSN: No SSN

Date of Birth:

Select the **PRIMARY** location where you work or volunteer by clicking the downward arrow and highlighting the location.

Please select the primary location where you work or volunteer, and you will have an opportunity to distinguish between parish and school when you click 'Continue' and with the ability to select multiple locations.

Click **Continue** to proceed.

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:

Registration Instructions Archdiocese of Miami

Your selected location(s) are displayed on the screen.

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

Additionally, enter your title in the box that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

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

- Candidate for ordination
- Deacon
non-sounding/prophetic/volunteer
- Educator
School administration, faculty and teacher aides only within the Archdiocese of Miami Schools
- Employee-Diocese
All paid faculty and staff of ADCM schools, Pastoral Center departments and ministries, Catholic Charities, and Catholic Health Services
- Employee-Parish
Paid staff, director of religious education, coordinator of religious education
- Priest
- Vendor/Contractor
- Volunteer

Please select any additional roles you perform at this location

- Seminarian

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:

To Select any additional locations and roles, please select Yes.

Please select No if finished.

You have chosen following locations and roles:

All Saints (Parish) (Sunrise)
• Volunteer ✓

Are you associated with any other locations?

Please answer the four questions.

Please click on Continue.

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 acknowledge the document presented.

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

Click on Continue.

Archdiocese of Miami, FL
Employee Pledge to Promote Safe Environment


PDF

Employee Pledge to Promote Safe Environment

I hereby represent that I have downloaded, read, and understand this document.

Please provide an electronic signature to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

Archdiocese of Miami, FL
Volunteer Pledge to Promote Safe Environment


PDF

Volunteer Pledge to Promote Safe Environment

Spanish | Creole

I hereby represent that I have downloaded, read, and understand this document.

Please provide an electronic signature to confirm you have received the document above.

Full Name (first, middle and last): (John D. Smith)

Today's Date: (mm/dd/yyyy)

Registration Instructions Archdiocese of Miami

If you chose **NO** during the previous step, you will be presented with online sessions scheduled for the **Archdiocese of Miami**.

If you chose **YES** during the previous step, you will be presented with a list of all classroom sessions from the last several years. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**. If you attended prior to five years ago, you will need to take the **online session**.

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

Please select the session and then click **Continue**.

Please select the session you wish to attend

- Protecting God's Children Online Awareness Session (Online Training in English)
- Protecting God's Children for Adults (Online Training in Spanish)

Please click on You have 1 online module assigned and then click on the **green circle** to begin the **Protecting God's Children Online Awareness Session 4.0 Miami Training**.

Upon completion, the last screen will allow you to **print** your Training Report, and you always can log back into your account and access the certificate by clicking on the Training Report.

Current Training



[You have 1 online module assigned](#)

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 Miami](#)

Assigned: 12/30/2022

Due: 01/13/2023

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

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

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

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

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

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

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

Thank you for registering!

A PROGRAM AND SERVICE OF
THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC.



HOW TO SCHEDULE A FINGERPRINTING APPOINTMENT

1. When it is time for an applicant to be fingerprinted, direct them to log onto the www.fieldprintflorida.com website to schedule their appointment.
2. Click "Schedule An Appointment".
3. Applicants will create a secure username/password and enter the Fieldprint scheduling system.
4. In the "Reason why you need to be fingerprinted" screen; the applicant will select the web link: **I know my Fieldprint Code.**
5. Provide the applicant with the following access codes(s), which they will input on the website to gain access to the online scheduling tool. Please note, the access code is case sensitive.

School Volunteer	FPAOMSchoolVol
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CODEZ

6. The applicant will provide their contact and demographic info. The information requested on the scheduling site is the information required by FDLE/FBI in order to process the criminal search. This is the same information required to be completed by the representative on "the old" ink hand cards.
7. From this point forward, the website will prompt the applicant for the required information to find a local collection facility and schedule an appointment. Instructions, directions, maps and photos will be provided directly online.
8. If the applicant has any issues or questions, they may contact our customer service team at (800) 799-1067 or at CustomerService@fieldprint.com. They may also select the "Contact Us" link on the website.

Por favor regístrese para una sesión de concientización en línea sobre la protección de los hijos de Dios en VIRTUS Online.

ESPAÑOL: ACCESO O INSCRIPCIÓN

Haga clic en este enlace para acceder a la página de registro de VIRTUS:

https://www.virtusonline.org/virtus/sp_reg_2.cfm?theme=0&or_g=15907

O:

Ir a <http://www.virtusonline.org>

En el lado izquierdo de la pantalla, haga clic en Registrante por primera vez para comenzar el registro. Para continuar, haga clic en Comenzar el proceso de registro.

Si usted necesita inscribirse para una sesión en su área o si necesita registrar una cuenta con VIRTUS Online, haga clic en el botón **Inscripción**.

Por favor seleccione su Arquidiócesis/ Diócesis/ Organización Religiosa de la lista a continuación:
 - Seleccione su organización -----> **Seleccionar**

Cree una identificación de usuario y una contraseña que pueda recordar fácilmente. Esto es necesario para todos los participantes. Esto establece su cuenta con el programa VIRTUS. Si su ID de usuario preferida ya está en uso, elija otra ID. Sugerimos el uso de direcciones de correo electrónico como nombres de usuario.

Si desea registrarse para obtener una "Protegiendo a los Niños de Dios" taller, por favor continúe.
 Por favor cree un nombre de usuario y contraseña para acceder a su cuenta.
 Los nombres comunes como María y Juan o su primer nombre y apellido no son buenos nombres para un nombre de usuario debido a que pueden ser repetidos. Sugerimos que utilice su nombre y apellido (sin espacios) o su dirección de correo electrónico.
 Crear un nombre de usuario:
 Crear una contraseña:
 Continuar

Recomendamos que utilice solo letras minúsculas y evite espacios y puntuación. Si desea registrar exactamente como está su nombre de usuario y contraseña, su dirección de correo electrónico es una buena idea. Su nombre de usuario debe contener por lo menos 8 caracteres. Su contraseña debe contener por lo menos 8 caracteres.
 NO UTILICE CARACTERES DE PUNTO Y COMA EN SU CONTRASEÑA.

Haga clic en Continuar para continuar.

Proporcione toda la información solicitada en la pantalla. Varios son obligatorios, tales como: primer nombre y apellido, dirección de correo electrónico/e-mail, dirección de domicilio personal, ciudad, estado, código postal, número de teléfono, últimos cuatro de ssn y fecha de nacimiento.

No regrese a la página anterior, si lo hace se perderá su información.

Si no tienes una dirección de correo electrónico, considere obtener una cuenta de correo gratuita en mail.yahoo.com, o cualquier otro servicio gratuito. Esto es necesario para su Coordinador de VIRTUS para comunicarnos con usted. Si usted no puede obtener una dirección de correo electrónico, escriba: noaddress@virtus.org.

Haga clic en **continuar** para proceder.

Por favor proporcione la información solicitada a continuación.
 No regrese a la página anterior, si lo hace se perderá su información.
 Escriba su nombre tal como aparece en la identificación que presentará el día del taller.

Saludo: - por favor seleccione -
 Primer nombre:
 Segundo nombre:
 Apellido:
 E-mail: No email
 Domicilio personal:
 Domicilio personal 2:
 Ciudad:
 Estado: -- Select --
 Código postal:
 Teléfono laboral:
 Extensión:
 Teléfono personal:
 Last 4 digits of SSN: ¿Porque?
 Fecha de nacimiento (Mes/Día/Año): ¿Porque?
 Continuar

Seleccione la ubicación **principal** donde usted trabaja o se hace voluntario, haciendo clic en el botón hacia abajo y seleccione la ubicación.

Haga clic en continuar para proceder.

Por favor seleccione el primario ubicación donde trabaja o es voluntario.
 Ubicación: - Por favor seleccione -
 Continuar

Sus lugares seleccionados se muestran en la pantalla.

Seleccione **SÍ**, si tiene que agregar otros lugares. (Siga la instrucciones del paso anterior para seleccionar más lugares).

Elija el papel que juega dentro de la diócesis y / o la parroquia o la escuela (Use las descripciones suplicadas para determinar los roles apropiados para seleccionar).

Por favor cheque todo que aplica.

Haga clic en "Continuar" para proceder.

Por favor seleccione el primario ubicación donde trabaja o es voluntario.

Ubicación:

Seleccione todos los oficio que desempeña en esta ubicación

Por favor marque todos los que apliquen. Debe seleccionar al menos uno.

- Candidato para Ordenación
- Diácono
- Educador
- Employee-Diocese
- Employee-Parish
- Sacerdote
- Vendor/Contractor
- Voluntario
- Seminarian

Si tiene un título dentro de su diócesis, ingréselo debajo.
 Si no tiene un título, describa brevemente lo que hace.

Título o puesto de servicio:

Seleccione cualquier ubicación o roles adicionales.

Cuando su lista de ubicaciones esté completa, seleccione NO.

Ha elegido las siguientes ubicaciones y oficio:

All Saints (Parish) (Sunrise)

• Volunteer ✓

¿Estás asociado con alguna otra ubicación?

Por favor conteste las cuatro preguntas presentadas.

¿Es usted el padre o guardián de un menor de edad?

Sí
 No

¿Usted interactúa, trabaja o tiene contacto con menores en esta organización?

Sí
 No

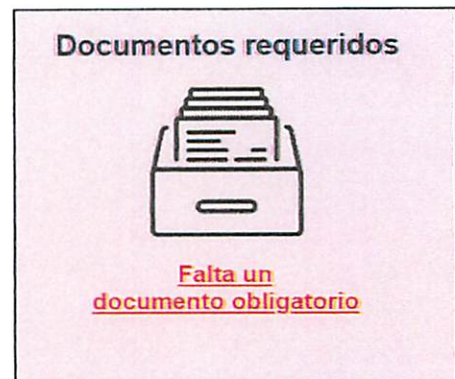
¿Interactúa, trabaja o entra en contacto con adultos vulnerables de esta organización?

Sí
 No

¿Usted maneja, supervisa o inspecciona empleados o voluntarios de cualquier tipo a nombre de esta arquidiócesis/diócesis/organización religiosa?

Sí
 No


Haga clic en el cuadro rojo para reconocer electrónicamente el documento presentado.



Haga clic en Tiene 1 módulo en línea asignado y luego en el círculo verde para comenzar la capacitación en línea

Al finalizar, la última pantalla le permitirá imprimir un Informe de entrenamiento, y siempre podrá volver a iniciar sesión en su cuenta y acceder al Informe de entrenamiento.

Entrenamiento actual



[Tiene 1 módulo en línea asignado](#)

Cursos de capacitación en línea

Para comenzar su capacitación en línea, haga clic en el título de su capacitación asignada:

[Protecting God's Children® Online Awareness Session 4.0 Miami \(Spanish\)](#)
Assigned: 12/30/2022
Due: 01/13/2023

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

Change to: Protecting God's Children® Online Awareness Session 4.0_Miami

Para asistencia con problemas tecnológicos, comuníquese con el servicio de asistencia de VIRTUS.

Teléfono: 888-847-8870.
Correo electrónico: helpdesk@virtus.org





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School Volunteer

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