

# Registration Instructions

## Human Resources – Rockville Centre

### Anti-Harassment Online Training

Before completing the **Anti-Harassment** training online, all participants **must** first register with **VIRTUS Online**. Please click on the VIRTUS link to access the VIRTUS Registration page:

[https://www.virtusonline.org/virtus/reg\\_2.cfm?theme=0&org=37638](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37638)

Or, please register by going to [www.virtus.org](http://www.virtus.org) and click on 'First Time Registrant'. Then click on 'Begin the registration process' and select the "**Diocese of Rockville Centre - Human Resources Anti Harassment Online Training**" from the drop down of locations.



**Please note:** This is the Anti-Harassment Training Only. If you also need to attend a Protecting God's Children awareness session, please create a separate account under the Diocese of Rockville Centre – Child Protection by registering at [www.virtus.org](http://www.virtus.org) and click on 'First Time Registrant'.

**Create** a user ID and a password you can easily remember. This establishes your account with the VIRTUS program. If you have a VIRTUS account for Child Protection, please do not use the same User ID created for this account.

Click **Continue** to proceed.

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

This is Anti-Harassment Training Only. If you also need to attend a Protecting God's Children awareness session, please create a separate account under Rockville Centre - Child Protection (not Human Resources). If you have a VIRTUS account for Child Protection, please do not use the same User ID created for this account

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 'rogers' 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 6 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, 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](http://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](mailto: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 ConfID:

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).*

**Please select the primary location where you work or volunteer.**

Primary location: - Please select - ▾

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.

**Select** the role(s) that you serve within the Diocese of Rockville Centre and/or parish/school. (Use descriptions supplied, to help determine appropriate role(s) to select.)

Please check **all** roles that apply.

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

Educator

Employee

Priest

Volunteer

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:

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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:**

ACADEMY OF ST. JOSEPH (BRENTWOOD)

- Employee ✓

**Are you associated with any other locations?**

Please review the following policy, Diocese of Rockville Centre – Human Resources Anti-Discrimination Online Training, by scrolling through the document.

Please check the box, review the notice, and enter your full name and today's date acknowledging the statement presented.

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

Click **Continue** to proceed.

Diocese of Rockville Centre - Human Resources Anti Harassment Online Training

Anti-Harassment Policy

**POLICY AGAINST SEXUAL HARASSMENT**

The Roman Catholic Diocese of Rockville Centre, New York (The "Diocese") prohibits sexual harassment and retaliation of or against its applicants, interns, contractors, volunteers or employees by another employee, supervisor, customer, client, vendor or other third party in all aspects of the employment relationship including: recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, activities, access to programs and treatment. This policy is one component of the Diocese's commitment to a discrimination-free work environment.

**SEXUAL HARASSMENT DEFINED**

Sexual harassment is a form of sex discrimination that violates Diocese policy and is unlawful under federal, New York State and local law (as applicable). Sexual harassment includes unwelcome conduct which is either of a sexual nature or which is directed at an individual because of that individual's sex or gender (including pregnancy, childbirth and related medical conditions), gender identity or gender expression (including transgender status), and/or sexual orientation when:

- Submission to that conduct or those advances or requests is made either explicitly or implicitly a term or condition of an individual's employment; or
- Submission to or rejection of the conduct or advances or requests by an individual is used as the basis for employment decisions affecting the individual; or
- The conduct or advances or requests have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment, even if the individual is not the intended target.

Sexual harassment can be verbal (e.g., jokes, insults, gestures or teasing), visual (e.g., offensive notes, symbols, cartoons, drawings, computer displays, text messages, social media posts or e-mails).

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

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

Full Name (first, middle and last):

Today's Date\*:

Select the answer to the following question on the screen:

*Do you manage, direct, supervise or oversee employees or volunteers on behalf of this diocese, parish, school or religious organization in any capacity?*

Click **Continue** to proceed.

**Do you manage, direct, supervise or oversee employees or volunteers on behalf of this archdiocese, parish, school or religious organization in any capacity?**

Yes

No

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**

**Online Training Courses**

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

- Anti-Harassment Online Training Module 2.0\_Rockville Centre**  
Assigned: 03/18/2020  
Due: 04/01/2020

**Manager Online Training**

**Online Training Courses**

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

- Anti-Harassment Online Training Module 2.0 & Manager Expansion Combined\_Rockville Centre**  
Assigned: 03/18/2020  
Due: 04/01/2020



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

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