

1. When you are beginning your registration process and get to select your Archdiocese, please select "Newark, NJ Archdiocese."



Please select your Archdiocese/Diocese/Religious Organization from the list below:
- Select your organization -> | Select

a.

2. Please indicate if you have ever registered with Virtus. If so, it'll ask you to reset your password. If not, it'll continue your registration.
3. Create username and password
4. Fill out the necessary account information
5. Add Seton Hall University, School of Education as a location, and Educator as a role

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

Location: Seton Hall University, School of Ed (South Orange) v

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
Diocesan Priests
- Deacon
- Candidate for ordination
- Educator

a.

6. Add "Student Teacher" as your title

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: Student Teacher

Continue

a.

7. Indicate if you are associated with any other locations. If so, add them. If not, select no.
8. Select the following prompts, as they apply:

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

Continue

a.

9. Select the following prompts, as they apply:

Have you been fingerprinted and certified to teach in a New Jersey Catholic or public school?

- Yes
 No

Have you ever lived in New York State?

- Yes
 No

Continue

- a.
10. Complete this page:

Archdiocese of Newark
Policies on Professional and Ministerial Conduct



Download the Policies on Professional and Ministerial Conduct

Descargue la Política de Conducta Profesional y Ministerial

I have downloaded and read the Policies on Professional and Ministerial Conduct

My signature below indicates that I have received a copy of the Policies on Professional and Ministerial Conduct adopted by the Archdiocese of Newark; and that I have read and understand those Policies, including the Archdiocesan Code of Ethics, and agree to abide by all of the Policies and the Code of Ethics.

. I will print, sign and date page 23 (English) or page 25 (Spanish) of the Policies on Professional and Ministerial Conduct and provide the hard copy to the Local Safe Environment Coordinator at my parish and/or school.

Full Name (first middle last):

Today's Date:

CONFIRM

- a.
11. Indicate whether you have attended a PGC class yet. If not, select no, and select the class you wish to attend. If you have attended a PGC class already, select yes and indicate which class you attended.

Please reach out if you have any additional questions.