Diocese of Trenton
Office of Child and Youth Protection
VIRTUS Account Creation Instructions

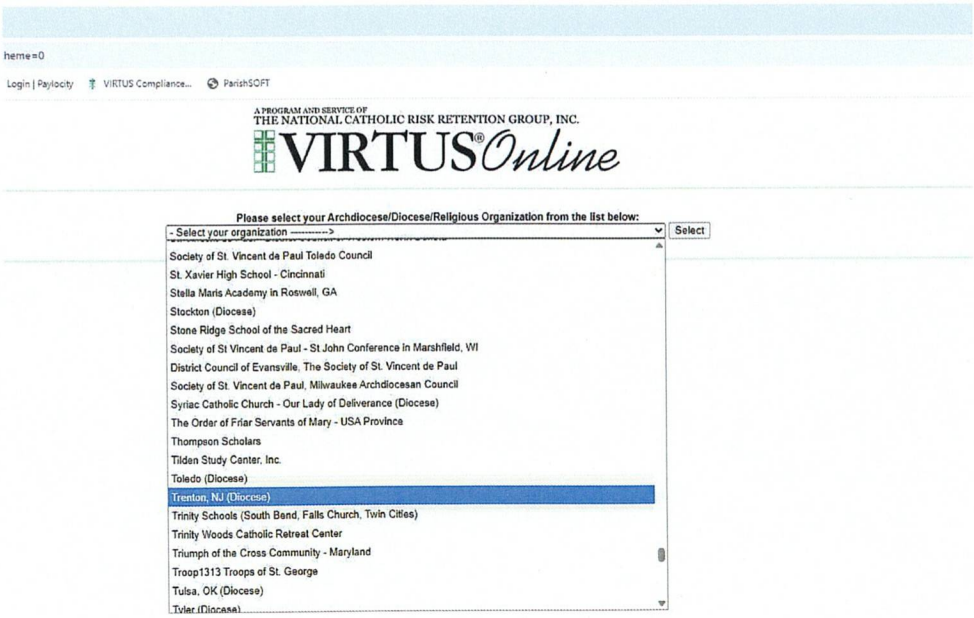
Contributor Case = TRE ØØ9

Visit: https://www.virtusonline.org/

Click on the **FIRST-TIME REGISTRANT** button.

Click on **Begin the registration process**

Select **Trenton, NJ (Diocese)** from the drop-down menu.



Click the **No** button if you have not previously registered with the Diocese of Trenton. [If you have previously registered, contact the Office of Child and Youth Protection to assist with reactivating a prior account. *(Email: jboris@dioceseoftrenton.org)*]

Create a username and password. It is recommended to use your email address as the username. Click the Continue button.

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If you already have a VIRTUS Account, you may reset your password or recover your user ID here: RECOVER ACCOUNT
or you may contact the Helpdesk or call 888-847-8870.

Please create a user id and password that you will use to access your account

1. Create a user ID - it must be 4 or more characters, and it is case sensitive.
2. Create a password - it must be 8 or more characters, and it is case sensitive.

Create a User ID:

Create a Password:

Continue

Enter the requested information. Click the Continue button.

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Please provide the information requested below

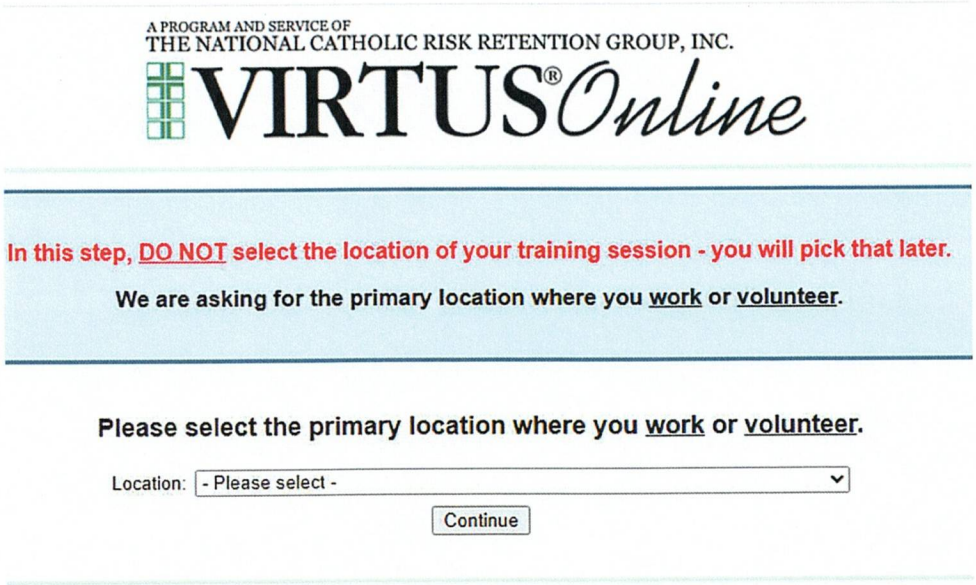
DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST

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 Cont'd:
City: *
State: -- Select -- *
ZIP/Postal Code: *
Daytime Phone: ** (555-555-5555)
Ext:
Evening Phone: ** (555-555-5555)
Cell Phone: ** (555-555-5555)
Last 4 digits of SSN: * Why? No SSN
Date of Birth: *

Continue

Select your Location from the drop-down menu and click the Continue button.



Select your role in the parish or school. Please pay attention to the roles as there are specific requirements for certain roles.

Educators are specifically defined as paid teachers, principals, administrators, etc. at a Catholic school; therefore, a parish cannot have any educators. Catechists **should not** select the role of Educator. Paid Catechists should select Employee (Parish).

Click the Continue button.

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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: Holy Sacrament Church (Sacramento)

Please select at least one primary role you perform at this location

- ☐ **Employee (CYO)**
  This designation is for paid employees, volunteers, and coaches of the Mercer CYO. Background checks are handled through a separate system per NJ state mandates.
- ☐ **Employee (Parish)**
- ☐ **Employee (School/Non-Teacher)**
  This role is for all school staff other than TEACHERS. All TEACHERS should choose EDUCATOR as their role. The role is subject to a NJDOE clearance only.
- ☐ **Employee (Diocesan/Chancery)**
  Only those employed at the Chancery. Not including ordained clergy.
- ☐ **Volunteer**
  Use for volunteers (not compensated) including religious education catechists, for various ministerial roles in the Diocese, schools, parishes or other sites that are under the auspices of the Diocese of Trenton.
- ☐ **Priest**
  Those ordained to the Priesthood.
- ☐ **Deacon**
  Those ordained as Deacons in the Diocese of Trenton.
- ☐ **Candidate for ordination**
  This user is accepted in the Seminarian Program or is a Candidate in the Permanent Diaconate.

BEFORE SELECTING EDUCATOR

Read the descriptions below

DO NOT select Educator if you do not meet the descriptions

If you select Educator and do not meet the descriptions, it will delay your registration and may result in unnecessary changes in your parish or school.

- ☐ **Educator**
  Teachers, Principals, Administrators, Guidance Counselors, etc. in a Catholic School within the Diocese of Trenton. It does NOT include teacher aides, school support staff, etc. or Religious Education Catechists.

Please select any additional roles you perform at this location

- ☐ **3rd Party Agency/Outside Vendor**
  Comply with Diocese of Trenton safe environment standards - VIRTUS and Criminal Background check. Not paid by the parish. Paid by an agency or outside company.
- ☐ **Catechist**
  Parish religious education catechist.
- ☐ **Catholic Charities**
  All staff that are employed by Catholic Charities.
- ☐ **Coach**
  Please do not select this role if you are a Mercer County CYO employee.
- ☐ **Knights of Columbus**
  Knight of Columbus is a fraternal benefit society. Knights who volunteer in church or parish ministries serve in those ministries as parishioners and give witness as brother Knights. Diocesan Safe Environment requirements are not necessary for membership - but must be completed to volunteer at parish property.
- ☐ **Member of the Society of St. Vincent de Paul**
  This role should be chosen if you are a Vincentian belonging to any of the 21 conferences located within the Diocese of Trenton.
- ☐ **Order Priest**
- ☐ **Retired Priest**
- ☐ **Parent**

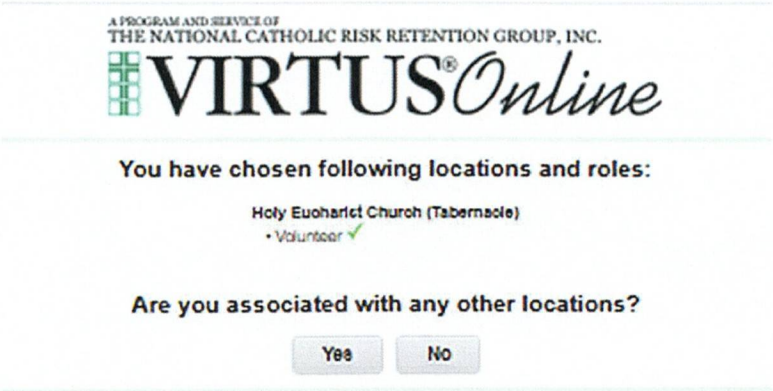
If you have a title within this organization, please enter it below.
If you do not have a title, please briefly describe what you do for this organization.

Title or Position of Service:

Continue

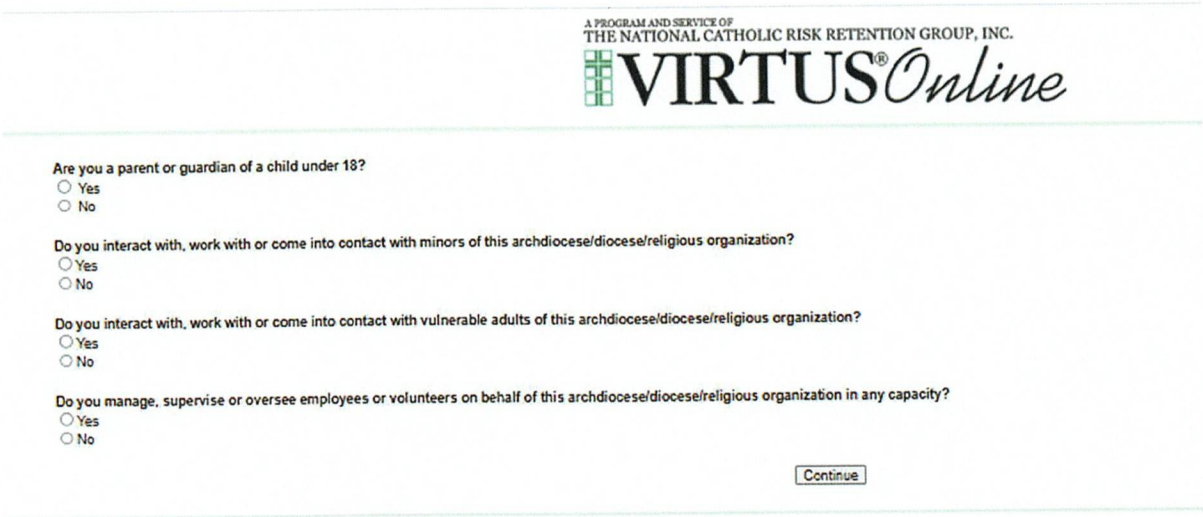
Choose "Volunteer"

Confirmation of Selected role and prompted for any additional locations. Click Yes or No, as appropriate.

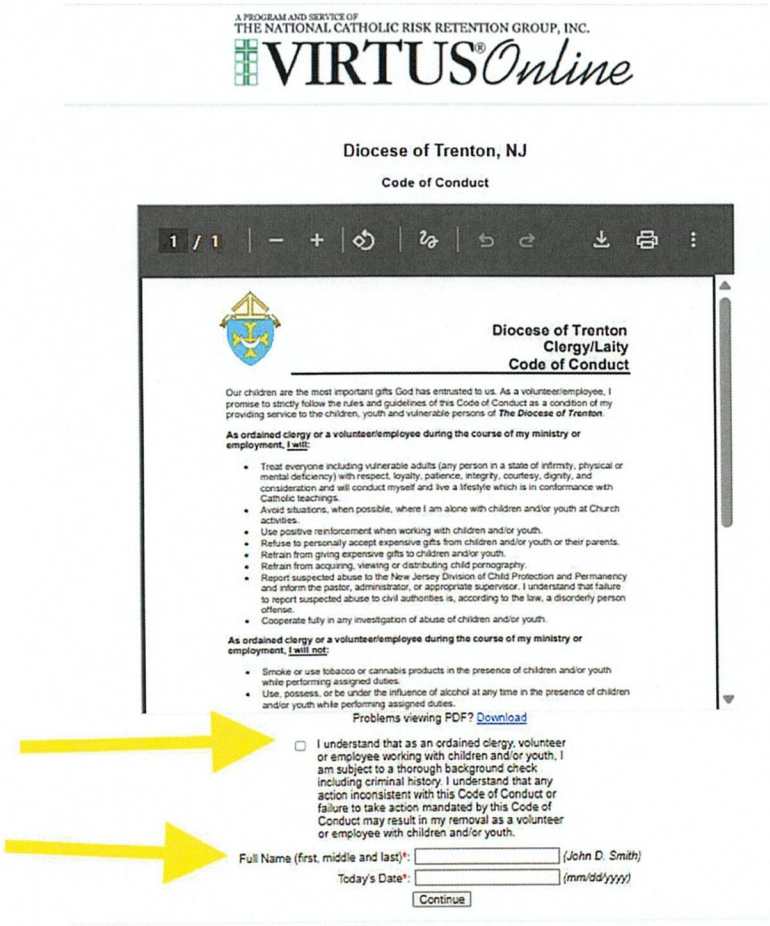


Please answer the following questions. Click the Continue button.

These questions do not take the place of an application. OCYP requests that a separate application be completed and stored with the volunteer's background check information and signed Code of Conduct. The exact application used is up to the discretion of the local parish, but an application must exist. A sample application can be found at: https://dioceseoftrenton.org/policies-forms



The user will be presented with the Code of Conduct. For legal reasons, OCYP is requesting that a copy of the signed Code of Conduct be stored in the person's safe environment file. VIRTUS only stores the date and timestamp which is not adequate for legal purposes. Click the checkbox by "I understand…", enter your full name and date. Click the Continue button.



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Are you a registered member of this parish?
○ Yes
○ No

If no, please explain your affiliation

Have you ever been asked to leave a parish ministry?
○ Yes
○ No

If yes, please explain

Have you ever been convicted, pled guilty or no contest to any criminal offense?
○ Yes
○ No

If yes, please explain

Have you ever been accused of or arrested for physically, sexually, or emotionally abusing a child or an adult?
○ Yes
○ No

If yes, please explain

Continue

Answer the prompt about having attended a Protecting God's Children session. Protecting God's Children is the base-level training program everyone must take at least once to be safe environment compliant.

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

YES NO

Register for On-line Training

If a person answers "No" to having attended Protecting God's Children, they are prompted to select an Online Training Module (offered in Spanish or English), or they may select an in-person training session.

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Please select the session you wish to attend

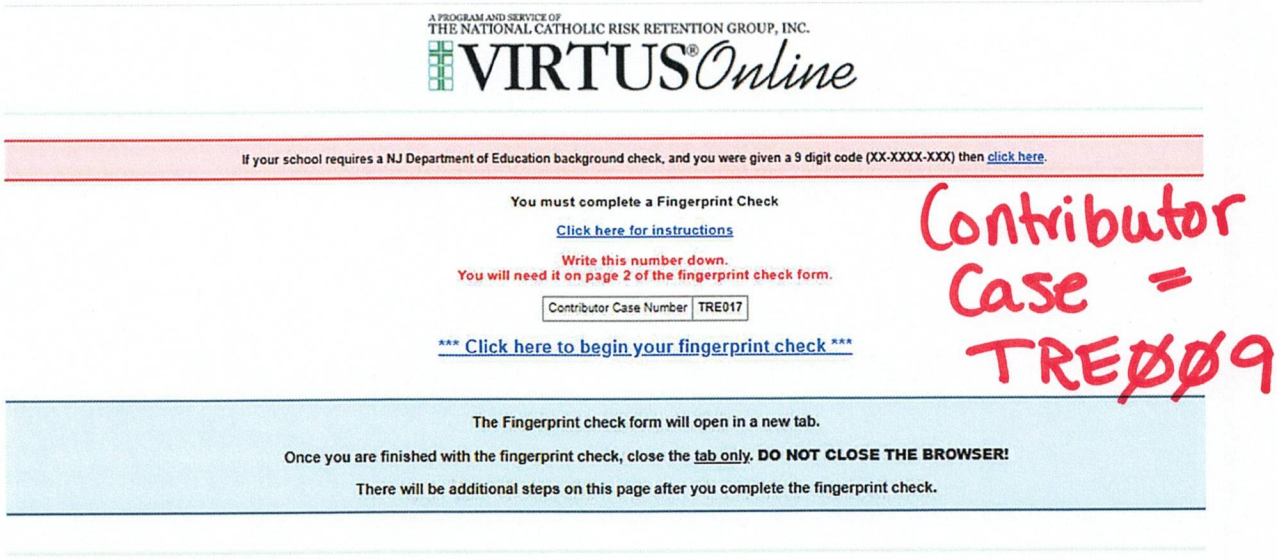
- Protecting God's Children Online Awareness Session 4.0
- Protecting God's Children Online Awareness Session 4.0 (Spanish)
- Protecting God's Children for Adults

  Where: St. Joan of Arc Church (Marlton)
  When: Friday, January 16, 2026 6:00 PM
  Estimated length of session: 3 hrs
  Spaces remaining: 8 of 15
  Language: This session will be conducted in English
  Notes: Meeting held in Knights Hall in the Parish Center building.
  Wheelchair accessible: Yes
  Contact: Janet T Polidora (8569797486)

- Protecting God's Children for Adults

  Where: Jesus, the Good Shepherd (Beverly) 805 Warren St
  When: Thursday, January 22, 2026 6:30 PM
  Estimated length of session: 3 hrs
  Spaces remaining: unlimited
  Language: This session will be conducted in English

After training, the person is presented with the background check information:



Clicking the link ***** Click here to begin your fingerprint check *****, will direct you to the IdentoGO website.

It is VERY IMPORTANT that you provide the correct CONTRIBUTOR CASE NUMBER. TREØØ9 There is a specific Contributor Case Number assigned to your parish or school. The Contributor Case Number is 6 characters in length with no spaces or hyphens. The Contributor Case Number starts with TRE followed by 3 digits. (There are no spaces or hyphens between the TRE and the 3 digits.) TRE017 is just an example – do not use this code unless you are from Tabernacle, NJ. The Correct Contributor Case Number should appear based on the location you selected when you created your VIRTUS account. **The Contributor Case Number is how the NJ State Police will know to send the results of the fingerprint-based background check to the Diocese of Trenton Office of Child and Youth Protection.**

If your school provided you with a Department of Education Code which is comprised of a series of numbers which represent County, District, and School, then please follow the Department of Education link denoted by the "click here" at the top of the page. There is a separate process for DOE background checks.

The following screens are specific to Volunteers in the Diocese of Trenton. Volunteers use the code 2F1J3Y **which has been imported to the IdentoGO system so you do not need to enter it**. (Employees would see a different Service Code at the top of the screens: 2F1J2G.)

2F1J3Y - New Jersey YOUTH SERVING ORGANIZATION VOLUNTEER-YSB-State&Fed

Essential Info | Additional Info | Citizenship | Personal Questions | Personal Info

* Required Fields

Please enter your information below (letters, spaces, hyphens (-), and apostrophes (') are allowed in name fields). Then click 'Next' to check the status of your service or 'Cancel' to exit.

Name / Method of Contact | UE ID / Date of Birth

Notes:
- Important! You must finish the registration process to be fingerprinted. You will receive an email or confirmation number when registration is complete.
- Legal Name must match exactly on all identification documents brought to enrollment.
- Remember the phone numbers and/or email address provided below, as they will be used to retrieve your information during your in-person enrollment.

Legal Name

* First Name

* Middle Name (or NMN if no middle name)

* Last Name

Suffix: -- Choose One --

Date of Birth

* Date of Birth: mm/dd/yyyy

* Confirm Date of Birth: mm/dd/yyyy

* Method of Contact (at least one method is required)

Email

Confirm Email

Country Code: United States

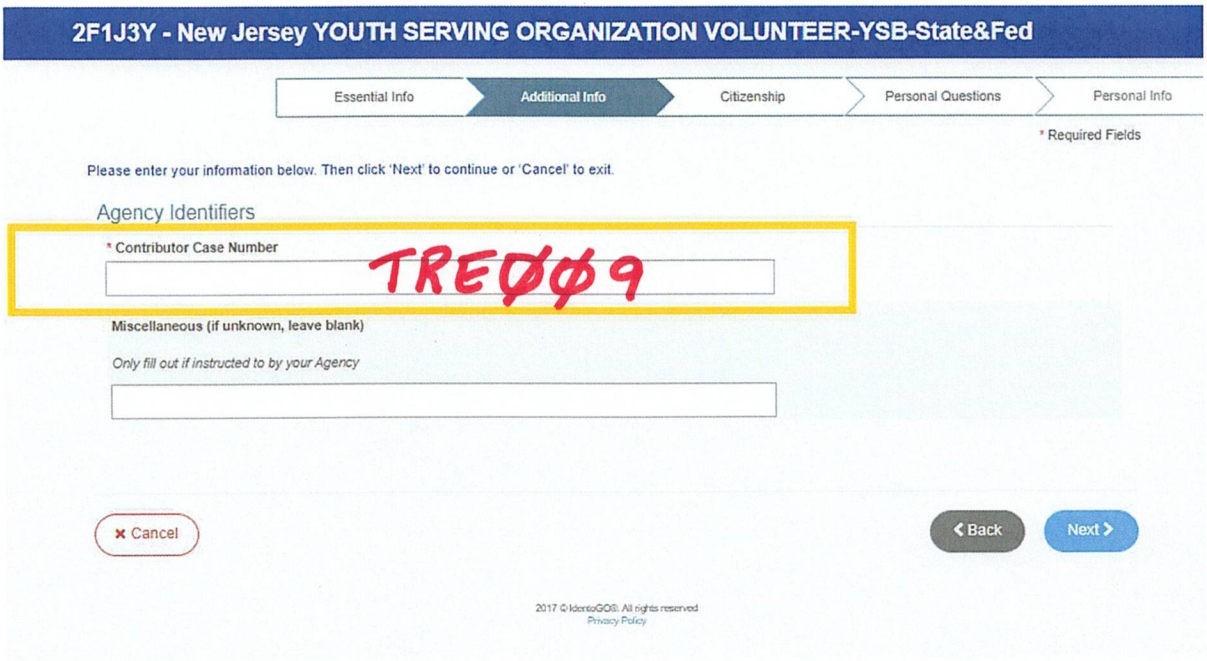
Phone 1: (__) __-___

Country Code: United States

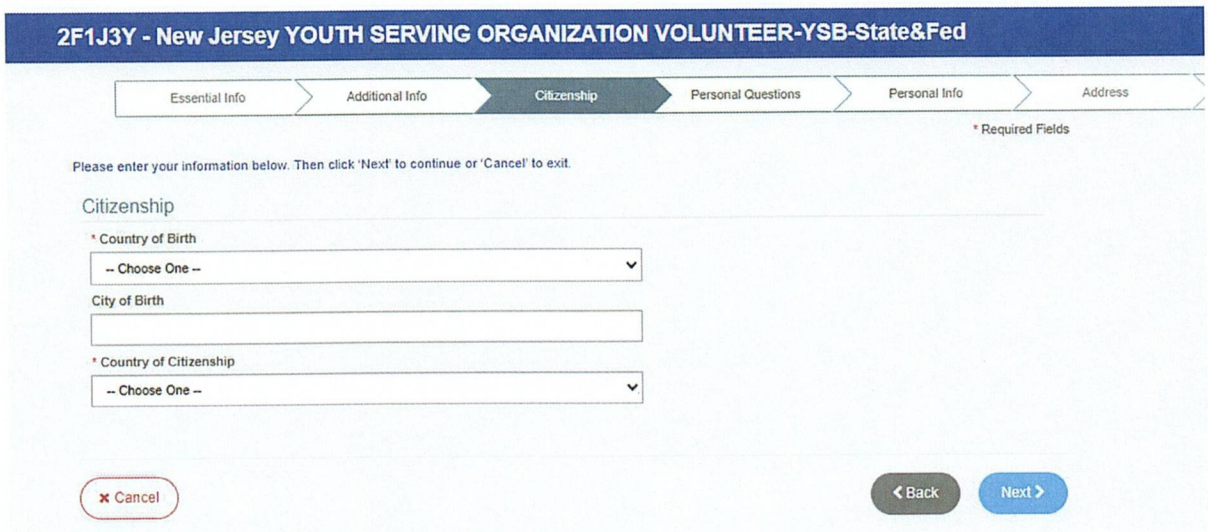
Phone 2: (__) __-___

* Preferred Method of Contact: Email

This screen is where you enter the very important Contributor Case Number. Leave the Miscellaneous field blank. Click the Next button.



The next screen prompts for your Citizenship information. Use the drop-down menus to complete the fields. Click the Next button to continue.



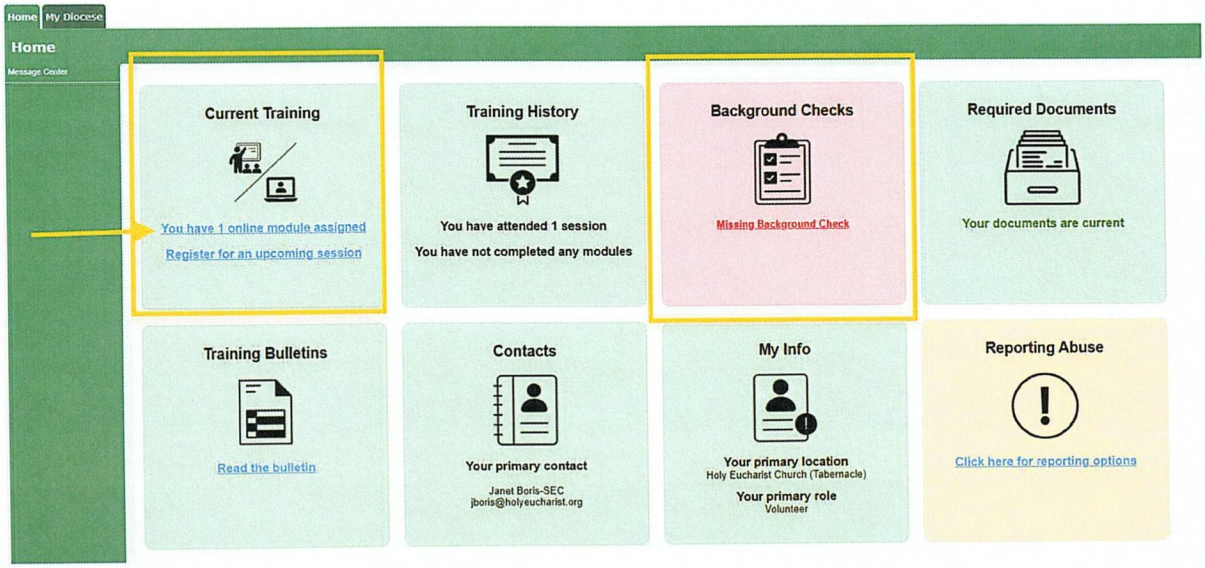
Then you will be asked to enter your height, weight, eye color, etc.

Then you are asked to pick a location for your fingerprint appointment.

Please realize that if you pick a location in another state, there are extra fees. Try to schedule the appointment in NJ whenever possible. The system may show there are

zero appointments available at your desired location. This is only the number of available appointments in the next 7 days. If you click the location anyway, it will allow you to choose a date further in the future.

After the appointment has been scheduled, close the IdentoGO window and return back to the VIRTUS home screen, where the Background Check tile will be red and state "Missing Background Check."



The user needs to click on the Background Check tile to complete the online background check.

The online training can be accessed by clicking on the Current Training tile and clicking the "You have 1 online module assigned" link.

Thank you for creating a VIRTUS account, completing the training, and performing the background checks. Your parish/school will have an application and code of conduct for you to sign.