

Registration Instructions

Human Resources – Rockville Centre

Anti-Harassment Online Training

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



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 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.

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, 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.

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).

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.

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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 lewdness), visual (e.g., offensive e-mails, avatars, cartoons, drawings, computer desktops, text messages, social media posts) or physical.

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

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

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

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

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

If you answered **no**, please choose the module you would like to complete

Please select the module you would like to take:

Anti-Harassment Online Training Module 2.0

Anti-Harassment Online Training Module 2.0 (Spanish)

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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

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

