

**Before** completing **Protecting God's Children** 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=37523](https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=37523)

Or, please register by going to [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 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 user names.

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 'jamith' 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, 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**

Salutation:

First Name:  \*

Full Middle Name:

Last Name:  \*

Email:  \*

Home Address:  \*

Home Address Cont'd:

City:  \*

State:

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 , volunteer or worship.**

**Do not select the location of your training session**  
(unless it falls into one of the categories above)

Primary location:

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 or worship.

**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**.

**This is the list of locations with which you are associated:**

Edgewood High School of the Sacred Heart (Madison)

**Do you work or volunteer in another location?**

# Registration Instructions

## Edgewood High School of the Sacred Heart

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

Additionally, **enter** your title in the box provided 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 roles that you play within your diocese

Please check all that apply. You must select at least one role.

Candidate for ordination       Employee

Deacon       Priest

Educator       Volunteer

If you have a title within your diocese, please enter it below.  
If you do not have a title, please briefly describe what you do for the diocese.

Title or Diocesan function:

Please answer the questions presented.

Click **Continue** to proceed.

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 and/or 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

If you have **not** attended a VIRTUS *Protecting God's Children* instructor-led session, choose **NO**.

Otherwise, choose **YES**.

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

Click inside the circle to select the **Online Training** you wish to complete.

Please select the session you wish to attend

Protecting God's Children® Online Maltreatment Awareness Session 3.2

Protecting God's Children® Online Maltreatment Awareness Session 3.2 (Spanish)

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 Courses**

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

Protecting God's Children® Online Maltreatment Awareness Session 3.2  
Assigned: 01/04/2018  
Due: 01/18/2018

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

