

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=37364

Or, please register by going to 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 usernames.

Please note: **In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option. This change is temporary and will be re-evaluated as public health recommendations continue to evolve.**

The screenshot shows the registration page with a header for the Diocese of Youngstown. Below the header, there is a message: "If you have already created a VIRTUS account, please click here to log into your account." A note states: "In light of the current health concerns, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online as an option. This change is temporary and will be re-evaluated as public health recommendations continue to evolve." The main heading is "Please create a user ID and password that you will use to access your account." Below this, there are instructions: "Common names like Mary and John are not good choices as they are most likely already in use. Common surnames like Smith and Brown are also likely to already be in use. We suggest using your preferred first name, last name, or other address as they are more likely to be unique." There are two input fields: "Create a User ID" and "Create a Password", both with "Continue" buttons below them. At the bottom, there are small notes: "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 8 characters long." and "Your password must be at least 8 characters long." There is also a link: "Click here for more password tips."

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, Phone Number, and Date of Birth.

(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.

The screenshot shows a registration form with the heading "Please provide the information requested below" and a warning: "DO NOT CLICK THE BACK BUTTON OR YOUR REGISTRATION WILL BE LOST". A red box contains the instruction: "Enter your name as it appears on your driver's license, passport or other government-issued ID. We need your full, legal name." The form includes the following fields: Salutation (Please select), First Name, Full Middle Name, Last Name, Nickname, Suffix (Please select if applicable), Email (with a "(No email)" button), Home Address, Home Address Conf'd, City, State (Please select), ZIP, Daytime Phone, Ext, Evening Phone, and Date of Birth (with a "why?" link). A "Continue" button is at the bottom.

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).

The screenshot shows a registration form with a blue box containing the instruction: "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." Below this, it says "Please select the primary location where you work or volunteer." There is a "Location" dropdown menu (Please select) and a "Continue" button.

Your selected location(s) are displayed on the screen.

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

Additionally, enter your title in the box that best describes your role within the Diocese -- ie. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

Click Continue to proceed.

The screenshot shows a registration form with the heading "Please select the primary location where you work or volunteer." The "Location" dropdown is set to "Assumption Parish (Geneva)". A note says: "Please check all that apply. You must select at least one role." There are two sections: "Please select at least one primary role you perform at this location" and "Please select any additional roles you perform at this location". The first section includes checkboxes for: Candidate/Postulant for Religious Life, Deacon, Educator, Employee (Diocesan/Eparchial), Employee (Parish/Parochial), Priest, and Volunteer. The second section includes checkboxes for: Parish/Institution Employee, Religious, and School Employees. At the bottom, there is a "Title or Position of Service" input field and a "Continue" button.

To Select any additional locations and roles, please select Yes.
Please select No if finished.

You have chosen following locations and roles:

Assumption Parish (Geneva)
• Volunteer ✓

Are you associated with any other locations?

Please answer the three questions.
Please click on **Continue**.

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 chose **NO** during the previous step, you will be presented with a list of upcoming **VIRTUS Protecting God's Children classroom or online** sessions scheduled for the **Diocese of Youngstown**.

(If you chose **YES** during the previous step, you will be presented with a list of all classroom sessions. Choose the session you attended by clicking the downward arrow and highlighting the session -- then click **Complete Registration**.)

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

Please select the session you wish to attend and then click **Continue**.

Please select the session you wish to attend

- Protecting God's Children for Adults (Online Training)
- Protecting God's Children for Adults (Online Training in Spanish)

Please click on the **green circle** to begin the **Protecting God's Children Online Training**

Upon completion, the last screen will allow you to **print** a certificate, and you always can 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 Awareness Session 3.0**
Assigned: 06/10/2020
Due: 06/24/2020

If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870 or helpdesk@virtus.org.

Thank you for registering!

