

## **Registration Instructions**

**Diocese of Youngstown** 

**Before** completing **Protecting God's Children** training online, all participants <u>must</u> 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 <u>www.virtus.org</u> 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 <u>temporary</u> and will be re-evaluated as public health recommendations continue to evolve.

#### 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.

**Select** the <u>PRIMARY</u> 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).)

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

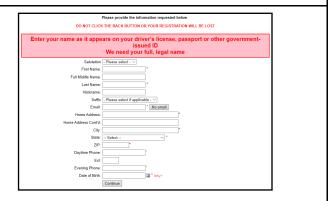
Select the role(s) that you serve within your parish or school. Please check all roles that apply.

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.









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

Location: - Please select - Continue

# Please select the primary location where you work or volumieer. Location & Annue (Neurow) Control & Cont

- Parish/Institution Employee
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- Religious
   Clargor of to protons in a religious order
   School Employees

#### 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:





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<b>To Select</b> 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?
<b>Please</b> answer the three questions. Please click on <b>Continue</b> .	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 Continue
If you chose <u>NO</u> during the previous step, you will be presented with a list of upcoming VIRTUS <i>Protecting God's Children</i> <u>classroom</u> or <u>online</u> sessions scheduled for the <b>Diocese of Youngstown</b> . (If you chose <u>YES</u> 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 <b>Complete Registration</b> .)	Have you already attended a VIRTUS Protecting God's Children Session?
Please select the session you wish to attend and then click <b>Continue</b> .	Please select the session you wish to attend <ul> <li>Protecting God's Children for Adults (Online Training)</li> <li>Protecting God's Children for Adults (Online Training in Spanish)</li> </ul> Continue
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!	A PROGRAM AND SERVICE OF THE NATIONAL CATHOLIC RISK RETENTION GROUP, INC. <b>VIRTUS®Online</b>