|  |  |
| --- | --- |
| **Before** or **after** attending an instructor-led (live) session or registering for online training, all participants **must** register with **VIRTUS *Online*.**  **Click** on this link to access the VIRTUS Registration page:  <https://www.virtusonline.org/virtus/reg_2.cfm?theme=0&org=18860>  **Or:**  **Go** to <http://www.virtusonline.org>  On the left side of the screen, click on **First-Time Registrant** to begin registration.To proceed, click on Begin the registration process. Select the name of your organization **Richmond** - Diocese (from the pull-down menu, by clicking the downward arrow and highlighting your organization). Once your organization is highlighted, click Select. |  |
| **Create** a User ID and 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.  Click **Continue** to proceed. |  |
| Provide **all** the information requested on the screen.  Several fields are required, including: First & Last Name, Email Address, Home Address, City, State, Zip, Phone Number, Date of Birth, and any Aliases.  **(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 Safe Environment 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).* |  |
| **Your** selected location(s) are displayed on the screen.  **Select** the role(s) that you serve within the Diocese of Winona - Rochester 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. |  |
| Please select **Yes** if you have any additional locations or click **No** to continue. |  |
| Answer the questions. |  |
| **Please** review and acknowledge you have read the following document:     * **Diocese of Richmond Code of Ethical Conduct**   To proceed, please **Confirm** by clicking on: “I have downloaded, read, and understand the Code of Conduct” and enter your full name and today’s date.  Click on **Continue**. |  |
| **Please** review and acknowledge you have read the following document:     * **Diocese of Richmond Digital Communications and Media Policy**   To proceed, please **Confirm** by clicking on: “I have downloaded, read, and understand the document above” and enter your full name and today’s date.  Click on **Continue**. |  |
| **Please** review and acknowledge you have read the following document:     * **Diocese of Richmond Safe Environment Regulations**   To proceed, please **Confirm** by clicking on: “I have downloaded, read, and understand the document above” and enter your full name and today’s date.  Click on **Continue**. |  |
| **If** you have **not** attended a **VIRTUS** *Protecting God’s Children* session, choose **NO**.  Otherwise, choose **YES**. |  |
| **To complete your VIRTUS registration, your final step is to sign up for an instructor-led *Protecting God’s Children*® training session from the schedule provided.**  Select the session you wish to attend (click the circle) and click Continue to complete your registration and return to your VIRTUS Online account. |  |
| You must now complete a background check. Click on the link that says “Submit Background Check” to complete your background check. |  |
| Once you have registered for a training session and completed your background check, you can log back into VIRTUS.  If you need to change the training session you selected, just click on “You are registered for a session” to update your session. |  |
| If you have additional questions about VIRTUS Online training, please contact the VIRTUS Help Desk at 1-888-847-8870. | A white sign with black text  Description automatically generated |