

Registration Instructions Archdiocese of Detroit

Before completing **Protecting God's Children Training**, 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=15163

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 concern, one prudent and preventative measure we can take is to make the VIRTUS Protecting God's Children training available Online.

This is a temporary precaution as we will continue online training through July 31, 2021.

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 Numbe.

(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).)

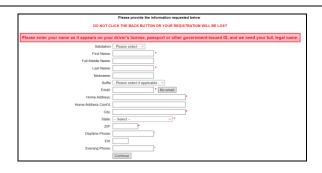
Select the role(s) that you serve within your parish. Please check <u>all</u> roles that apply.

Additionally, **enter** your title in the box provided that best describes your role within the Diocese – i.e. Catechist, Coach, DRE, Eucharistic Minister, Math Teacher, Seminarian, etc.

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 the Sacred Heart Elementary School (Bloomfield Hills) Volunteer ✓ Are you associated with any other locations? No Yes

Please answer the questions presented.

Click Continue to proceed.

Are you a parent or guardian of a child under 18? Yes Do you interact with, work with or come into contact with minors and/or vulnerable adults of this archdiocese/diocese/religious organization? O No Do you manage, supervise or oversee employees or volunteers on behalf of this archdiocese/diocese/religious organization in any capacity? Yes Continue

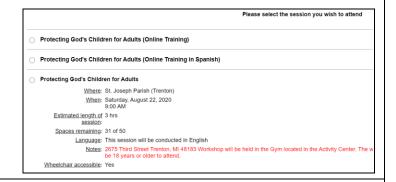
If you have <u>not</u> attended a VIRTUS Protecting God's Children session, choose NO.

Otherwise, choose **YES** and the system will present a list of past classroom sessions to select from and please choose the session you previously attended.

Have you already attended a VIRTUS Protecting God's Children Session? YES NO

Select the Protecting God's Children classroom session or online training.

Click Complete Registration to proceed.



If you selected online training, 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 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 Awareness Session 3.0

Assigned: 06/02/2020 Due: 06/16/2020

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

Thank you!

